



CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING

Tuesday, March 26, 2019 / 6:00 p.m.

Administrative Offices / 2121 Snow Road, Parma

cuyahogalibrary.org

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
26 March 2019
ADMINISTRATIVE BUILDING AUDITORIUM
6:00 p.m.**

TOPIC	TAB#	PAGE#	MOTION
1. Call to Order: Patricia Shlonsky, President			ROLL-CALL
2. Election of Officer: Secretary			ACTION
3. Approval of Minutes: February 26, 2019 Board Meeting	1	1-5	ACTION
4. Approval of Minutes: March 12, 2019 Special Board Meeting	1	6-7	ACTION
5. Retiree Recognition	1	8-9	INFORMATION
6. Public Comment			INFORMATION
7. Report of the Board President			INFORMATION
8. Report of the Executive Director <ul style="list-style-type: none"> • Jeff Mori, Facilities Director – Facilities Data 	2	10-19	INFORMATION
9. Report of the CCPL Foundation Board Liaison			INFORMATION
10. Human Resources Report	3	20-26	ACTION
11. Finance Committee Report: <ul style="list-style-type: none"> • Financial Statement Review – Fiscal 2019 – February • Investments: Fiscal 2019 – February • Purchase Approval List • Gift Report 	4	27-28 29-33 34 35-36 37	INFORMATION ROLL-CALL ACTION ACTION
12. New Business <ul style="list-style-type: none"> • Resolution to Approve Public Library Fund Allocation 2018-2021 • Resolution Authorizing the Library to Enter into an Easement Agreement with the Village of Mayfield • Resolution To Amend the Cuyahoga County Public Library Borrowing Policy 	5	38-43 44-49 50-54	ROLL-CALL ACTION ACTION
13. Adjourn			ACTION

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
26 February 2019**

The February 26, 2019 meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Administration Building Auditorium, 2111 Snow Road, Parma, Ohio. With a quorum of six (6) Board members present, President Shlonsky called the meeting to order at 6:00 p.m.

Roll-Call: **Present:** Edward H. Blakemore; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley – **6.**

Absent:– **0.**

Vacant:– **1.**

President Shlonsky appointed Trustee DePiero as acting Secretary for the meeting.

Also present: Executive Director Sari Feldman; Deputy Director Tracy Strobel; Human Resource Director George Sample; Communications and External Relations Director Hallie Rich; Facilities Director Jeff Mori; Branch Services Director - East Enda Bracken; IT Director Jim Haprian; Technical Services Director Daniel Barden; Assistant Development Director Meghann Marnecheck; and other interested observers.

Approval of Minutes

President Shlonsky asked for a motion to approve the minutes of the January 22, 2019 Board meeting that were sent to the Board members in advance of this meeting.

01-02/2019

Trustee Spangler moved to approve the minutes, seconded by Trustee Varley. Seeing no corrections, omissions or additions, the minutes of the January 22, 2019 Board Meeting were approved by unanimous vote of the Board members present.

Retiree Recognition:

President Shlonsky recognized and thanked Pamela DeFino and Deborah Todd for their many years of service to Cuyahoga County Public Library (CCPL) and wished them the best on their retirement. Ms. DeFino and Ms. Todd were not present. **(See pages 66-67)**

Public Comment:

Mr. Steve Salvi, a resident of Bedford, Ohio stated that his mother was a library volunteer and his former company was a vendor. He stated that the Southeast Branch staff is helpful in every way with finding materials. The issue is too many patrons at the branch and their disruptive behavior. He stated that he visits other branches because he does not like the atmosphere, when he is about a mile away from the Southeast Branch. He stated that there is a failure to monitor and enforce policies, specifically cell phones – they are disruptive. He stated he visits the Branch 4-5 times a week and it's been consistent throughout time.

Report of the Board President:

President Shlonsky stated that Elizabeth Hjar has resigned as a trustee, due to a work promotion and additional constraints on her time. President Shlonsky named Trustee DePiero as Chair of Policy, Planning & External Relations Committee. Trustee Blakemore and Trustee Leonard will serve on the Nominating Committee to replace the Board Secretary position, left vacant with Ms. Hjar's resignation.

Report of the Executive Director:

Director Feldman stated all Trustees have a copy of the book *Palaces for the People* by Eric Klinenberg. Mr. Klinenberg will be the keynote speaker for Staff Development Days in May. There is also a private reception and public event on May 14th with Mr. Klinenberg. On May 17th, Mr. Paul Dolan will host a business breakfast in the newly renovated clubhouse at Progressive Field. Congratulations to ITD for getting wireless printing up and running at all branches. Congratulations to FND - the 2017 CAFR Report once again qualifies for GFOA Certificate of Achievement for excellence in reporting. We had a record for passports and photos revenue of \$125,000 in January, the average has been around \$50,000. Ron Block, the Brooklyn Branch Manager, has been appointed to the James Beard Cookbook Awards committee, he is the first librarian ever to be invited to serve on that committee. Director Feldman introduced James and Stephanie Shook from HBM Architects who shared an award they received for the interior design of the Orange Branch from the IIDA, Ohio Kentucky Chapter. Mr. Shook explained how the design was influenced and created.

Director Rich gave a Development update and stated expanded fundraising efforts supports current and new programming. The summary of grants includes new donors including the Cuyahoga County Public Library Foundation and the Google grant competition, individual donors including Annual Fund, Ex Libris Society and Day of Giving gifts, and Foundation special events including Writers Center Stage, Indulge and Reading the Green. Director Rich also highlighted grants overview and the growth we've experienced due to the hard work of the Development staff.

Human Resources Report:

Human Resources Director Sample stated there is an edit on page 24 - Jennifer Winkler is a BSL II.

02-02/2019

Trustee Leonard moved approval, seconded by Trustee DePiero. Seeing no discussion, the Human Resources Report dated February 26, 2019, was approved as presented by unanimous vote of the Board members present. **(See pages 68-74)**

Finance Committee Report:

Finance Committee Chair Leonard stated the Finance Committee met this afternoon and had robust discussion. Assistant Finance Director and Deputy Fiscal Officer Bob Dolan stated we received a small property tax distribution in January, which is typically the case, with a much larger distribution expected and already received in February. The PLF is a little less than anticipated, but we still feel we will be on target for the year, based on estimates, but will continue to monitor. We had a record month for fines and fees, with passport sales hitting an all-time high. Some expenditures at 90-100% which is because of encumbrances. Benefits are a little higher than normal, because we make the Health Savings Account full contribution each year in January, that will even out as the year goes on. All other expenditures as expected.

Assistant Director Dolan stated that the Capital report has been revamped to only show open projects, which include Bay Village, Maple Heights, and Richmond Heights. The \$2M for the Richmond Heights Branch is an estimated budget number. It is expected to be below and will become more accurate as we move forward.

(See under FINANCE)

Investments - November

Assistant Director Dolan stated we invested \$100K one piece of commercial paper in the month of January from Natixis NY and has a yield of 2.82%. Interests rates still climbing a little bit, but no drastic changes.

03-02/2019

Trustee Blakemore moved approval, seconded by Trustee Spangler. Seeing no additional discussion, the Investment Report Fiscal 2019 – January Listing all Money Market Funds, Star Ohio Accounts, U.S. Treasury Investments, Certificates of Deposit and Agency Securities was approved as presented by roll-call vote. **(See Under FINANCE)**

Roll-Call: **Yea:** Edward H. Blakemore, Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; – 6.

Nea: – 0.

Vacant: – 1.

Purchase Approval List

Assistant Director Dolan stated that the Purchase Approval List (PAL) was reviewed in depth at the Finance Committee Meeting.

04-02/2019

Trustee Varley requested that item #2 be voted on separately. Trustee Blakemore moved approval of Purchase Approval List item #1, seconded by Trustee Spangler. Seeing no discussion, Purchase Approval List item #1, dated February 26, 2019, was approved as presented by unanimous vote of the Board members present. **(See page 75)**

05-02/2019

Trustee Leonard moved approval of Purchase Approval List item #2, seconded by Trustee Blakemore. Seeing no discussion, Purchase Approval List item #2, dated February 26, 2019, was approved as presented by the Board members present. Trustee Varley abstained from voting. **(See page 75)**

Gift Report

Deputy Director Dolan stated that we received the 2nd installment grant for Hotspot lending to library customers, a generous gift from both Iris November and Rockwell Automation for summer camps as well as highlighting the continuing support from the Friends groups.

06-02/2019

Trustee Blakemore moved approval, seconded by Trustee Leonard. The gift report was approved by unanimous vote of the Board members present. **(See page 76)**

- **Permanent Annual Appropriation Resolution**

Assistant Finance Director Dolan stated that budgets are similar to where they've been on the temporary budget. The General Fund carryover will be \$1.8M instead of the \$500,000 that was submitted in the temporary budget. Of that, \$1.5M will be used for HVAC systems at the Maple Heights Branch. Interest was \$50,000, but we bumped up to \$80,000. We have given some advances out to some special revenue funds, as those funds get money in, they'll get reimbursed in the General Fund. The PLF is based on county estimates. Miscellaneous – e rate and reimbursements, and salaries did not change and are right on target.

07-02/2019

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the Permanent Annual Appropriation Resolution was approved as presented by roll-call vote. **(See pages 77-80)**

Roll-Call: **Yea:** Edward H. Blakemore, Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; – 6.

Nea: – 0.

Vacant: – 1.

- **Resolution Authorizing The Library To Advertise For Bids For The Restroom Renovation Project For Chagrin Falls, Beachwood, Southeast And Solon Branches**

Facilities Director Mori stated that this resolution will improve lighting and update fixtures and finishes and be carried out over 2 fiscal years.

08-02/2019

- Trustee DePiero moved approval, seconded by Trustee Varley. Seeing no additional discussion, the resolution to Resolution Authorizing the Library To Advertise For Bids For The Restroom Renovation Project For Chagrin Falls, Beachwood, Southeast And Solon Branches was approved by unanimous vote of the Board members present. **(See page 81)**

- **Resolution to Sponsor a Food4Fines Drive, March 1-31, 2019**

Director Feldman stated this is an annual program we participate in that supports the Greater Cleveland Food Bank's Harvest for Hunger program. The program allows customers to reduce their library fines up to \$4 per day (\$1 per food item) when they donate any of the "Super Six" items.

09-02/2019

Trustee Leonard moved approval, seconded by Trustee Varley. Seeing no additional discussion, the resolution to sponsor a Food4Fines Drive, March 1-31, 2019 was approved by unanimous vote of the Board members present. **(See page 82)**

Executive Session

President Shlonsky asked for a motion to recess the meeting for an Executive Session for the purpose of discussing certain personnel matters pertaining to the Executive Director. President Shlonsky also stated that no Board action would be taken after the Executive Session.

10-02/2019

Upon motion of Trustee Varley, seconded by Trustee DePiero, President Shlonsky's request to recess for an Executive Session was approved by roll-call vote at 6:38 p.m.

Roll-Call: **Yea:** Edward H. Blakemore; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; **– 6.**

Nea: – 0.

Vacant: – 1.

Executive Session

President Shlonsky asked for a motion to reconvene the Board meeting following the Executive Session.

11-02/2019

Upon motion of Trustee Spangler, seconded by Trustee Leonard, the Board meeting reconvened by roll-call vote at 7:20 p.m.

Roll-Call: **Yea:** Edward H. Blakemore; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; **– 6.**

Nea: – 0.

Vacant: – 1.

Motion to Adjourn

Seeing no other business under consideration for vote, President Shlonsky asked for a motion to adjourn the meeting.

12-02/2019

Upon motion of Trustee Leonard, seconded by Trustee Varley, the February 26, 2019 meeting of the Cuyahoga County Public Library adjourned at 7:21 p.m.

Approved 26 March 2019

X _____
Patricia A. Shlonsky
President

X _____
Dean E. DePiero
Secretary

**CUYAHOGA COUNTY PUBLIC LIBRARY
SPECIAL BOARD OF TRUSTEES MEETING
MINUTES
12 March 2019**

The March 12, 2019 Special Meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Administration Building Auditorium, 2111 Snow Road, Parma, Ohio. With a quorum of six (6) Board members present, President Shlonsky called the meeting to order at 4:08 p.m.

Roll-Call: **Present:** Edward H. Blakemore; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley – **6.**

Absent: - **0.**

Vacant: - **1.**

Also present: Executive Director Sari Feldman; Deputy Director Tracy Strobel; Operations Director and Fiscal Officer Scott Morgan; Communications & External Relations Director Hallie Rich; Human Resources Director George Sample; Assistant Marketing & Communications Director Rob Rua; Literacy and Learning Division Director Pamela Jankowski; Branch Services Director- West Caroline Vicchiarelli; Facilities Director Jeff Mori; IT Director Jim Haprian; Technical Services Director Daniel Barden Assistant Development Director Meghann Marnecheck; Union Representatives, and other interested observers.

Nominating Committee

Trustee Blakemore stated on behalf of the Nominating Committee both he and Trustee Leonard would like to nominate Trustee Dean DePiero to serve out the remaining portion of our former colleague Trustee Hajar tenure as Cuyahoga County Public Library (CCPL) Board Secretary.

President Shlonsky stated the official vote for Secretary will be at the March 26, 2019 Board meeting.

President Shlonsky congratulated Executive Director Feldman on her retirement August 2, 2019. We are very appreciative of everything you have done for the library and everything you will do over the next few months.

President Shlonsky stated with regards to Executive Director Feldman's announcement she has contacted June Garcia, Library Consultant, to support our Library Director search. A copy of the proposal was distributed to the Board. President Shlonsky asked the Board for approval of the selection of June Garcia as consultant for CCPL's Library Director search and her proposal.

Executive Director Feldman commented when we look at qualifications June Garcia would be the most qualified consultant to lead a Library Director search among consultants in the nation.

SP3/2019-1

Trustee Spangler moved approval, seconded by Trustee Blakemore. Seeing no discussion, the Board members present approved June Garcia as consultant for CCPL's Library Director search.

Trustee Varley asked is it our intent to have a Library Director on board before Executive Director Feldman leave?

President Shlonsky stated yes, it is our intent to have a Library Director in place before Executive Director Feldman leaves.

President Shlonsky stated she did create a Library Director Search Committee that includes; herself, Trustee Varley and Trustee Spangler but all Board members will be involved in the process.

Trustee Varley asked if Board members are approached and asked questions regarding Executive Director Feldman's announcement should they direct them to Director Rich?

President Shlonsky stated yes.

Director Rich mentioned that following today's meeting, we will be sending out a press release about Executive Director Feldman's announcement and noting the action the Board is taking today at this Special Meeting.

Motion to Adjourn

Seeing no other business under consideration for vote, President Shlonsky asked for a motion to adjourn the meeting.

SP3/2019/2

Upon motion of Trustee Leonard, seconded by Trustee Varley, the March 12, 2019 Special Meeting of the Cuyahoga County Public Library adjourned at 4:14 pm.

Approved 26 March 2019

X _____
Patricia A. Shlonsky
President

X _____
Dean E. DePiero
Secretary

Resolution of Appreciation for Melanie Hack

WHEREAS, Melanie Hack has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on May 3, 1999, as a Branch Regional Clerk with Branch Services; on July 10, 2000, she was transferred to the Berea Branch as a Branch Regional Clerk; on July 3, 2006, her title was changed to Branch Clerk, a position she held until her retirement on March 31, 2019; and,

WHEREAS, she excelled at customer service and developed a strong rapport with customers and colleagues. She knew customers by name and often received compliments for her willingness to go above and beyond. For most of her career she lived in the city in which she worked, which allowed her to develop good relationships with her customers. Her warm and friendly personality made each customer feel welcome in the branch; and,

WHEREAS, she accepted the challenges that came with learning new skills. She served as a passport agent since September 2010 and eagerly assisted customers with taking passport photos and accepting passport applications; and,

WHEREAS, she demonstrated excellent teamwork, developed good rapport with her co-workers and supervisors, was a good team player and was dedicated to providing an exceptional library experience for all customers. She maintained an upbeat attitude, approached new challenges enthusiastically and always took pride in her work at CCPL.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees records its appreciation to Melanie Hack for all the years of service she has rendered to the Library and the public and extends to her all good wishes for a happy, healthy and rewarding life.

Patricia A. Shlonsky, President
Board of Trustees
Cuyahoga County Public Library
Date: March 26, 2019

Resolution of Appreciation for Kay Martin

- WHEREAS,*** Kay Martin has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on January 7, 2008, as a Public Services Assistant I Substitute with Branch Services; on March 3, 2008, she was transferred to the Southeast Branch as a Public Services Assistant I; on September 3, 2008, she was promoted to the Public Services Assistant II, a position she held until her retirement on March 23, 2019; and,
- WHEREAS,*** she excelled at customer service and received many accolades from customers for excellent customer service. She had a strong rapport with customers and was often commended for her willingness to go above and beyond. Her warm and friendly personality made each customer feel welcome in the branch, and she was a team player, dependable, helpful and encouraging,
- WHEREAS,*** she displayed great organizational skills and attention to detail, exercised good judgement, showed initiative, had a strong work ethic and was often the go-to person for tasks requiring immediate and accurate completion. She developed and presented many programs covering the gamut from arts and crafts, book discussions, community discourses on current events and computer training to meditative coloring, poetry writing, PowerPoint presentations about library services and quilting,
- WHEREAS,*** she excelled in readers advisory and relished all opportunities to share her knowledge and love of books with both customers and her colleagues. She served on the Reconnect with Reading Action Group, was a contributor to Three to Read and Read Intuit, and created themed book displays at the branch. She embraced outreach service, represented the branch at numerous community events and conducted book discussions and book talks at community centers and assisted/senior living complexes, where she was known as the Library Lady. She approached new challenges with enthusiasm, always gave her best and took pride in her work at CCPL.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees records its appreciation to Kay Martin for all the years of service she has rendered to the Library and the public and extends to her all good wishes for a happy, healthy and rewarding life.

Patricia A. Shlonsky, President
Board of Trustees
Cuyahoga County Public Library
Date: March 26, 2019



EXECUTIVE DIRECTOR'S MESSAGE

My Next Chapter

I recently announced my intent to retire this August after more than 40 years as a librarian and 16 years as the Executive Director of Cuyahoga County Public Library (CCPL). Since 2003, it has been my great privilege to serve as Executive Director of this organization. When I reflect on my time with CCPL, I am amazed by and proud of all that we have accomplished in service to our community.

- From enduring state funding cuts to completing CCPL's largest capital improvement program.
- From building an early childhood service model that's nationally recognized to expanding our services in adult basic education.
- From streamlining our physical material processes and delivery to embracing and leading on digital content.

I am especially proud of how our library system has adapted and evolved to ensure we can continue to support individual opportunity and community progress, and how we have embraced technology to deliver service to our community and advance our organizational priorities: reading, lifelong learning and civic engagement. "We SERVE" is not simply a motto, it's truly an expression of the values I see at work every day at CCPL.

Words simply cannot convey the emotion I feel about the Library's essential role in the community or express the great pride and fulfillment I have enjoyed in leading this tremendous organization. I thank all of the staff for their service to our community and support over these past 16 years.

As our Board of Trustees embarks on a national search process, I am confident they will find the right leadership to continue the important work that we do for our community.

In my next iteration I look forward to enjoying our top-rated library system's unparalleled commitment to excellence – as a customer.

Regards,

Sari Feldman
Executive Director

MAKING A DIFFERENCE

When BSL Anna Benedikt learned that her presenter for Essays for the SAT, ACT and College Entrance program would not be able to attend on February 12th because of a family situation, she was undaunted. Rather than cancel the program, Anna got permission to use the presenter's slides, handouts and notes to facilitate the program herself! The program garnered 21 enthusiastic teens who came away with effective strategies for the essay portion of the SAT, ACT and college entrance application. One participant came up to shake Anna's hand at the end of the program and thank her for doing such a great job!

Branch: Orange

Submitted by: Kate Merlene

A 5th grade student has been attending the Homework Center at the Brook Park Branch since September of this year. She has been struggling primarily with math but also seeks help in additional subject areas, such as language arts, science and social studies. The student's parent came in to the Homework Center to extend her thanks to the tutors. She was incredibly thankful for the work we have done with her child and let us know her child's GPA had increased from a 1.6 to a 3.4. It was wonderful to hear the positive impact we have had on her learning.

Branch: Brook Park

Submitted by: Nick Cronin

SOCIAL MEDIA ENGAGEMENT

Facebook Fans: 29,150

Twitter Followers: 9,860

Instagram Followers: 2,858

SkillUp and the @CuyahogaLib teamed up to provide English classes to employees of Athens Food, the largest manufacturer of phyllo dough. With SkillUp, we were able to help a global business with a local presence invest in their employees.

@CuyahogaCounty, Feb 28, 2019

Clearing a guilty conscience. @LifeMagazine_CI returned to library decades later.
#LifeMagazine @CuyahogaCounty @CuyahogaLib #Ohio

@solomonreports, Mar 1, 2019

SYSTEM HIGHLIGHTS

The coordinator of the Woodrow Digital Literacy Project praised North Olmsted Branch staff for allowing them to use the branch's Homework Center room and computers on Friday afternoons to teach their clients how to use computers and to prepare them for re-entering the workforce with digital skills. The Woodrow Digital Literacy Project is a local nonprofit organization that provides a safe, stable and supportive environment to women in recovery.

Student Friends at the Brooklyn Branch had an enlightening and very tasty experience learning to make smoothies with the branch's new Charlie Cart, which incorporates science, technology and math. They watched how smoothies are made with the Vitamix blender on the cart, and then they eagerly prepared veggies and fruit to create their own recipe by measuring, cutting and creating. One student had never had a tangerine before, and others suggested we grow vegetables to create more recipes. They were all thrilled with what the Charlie Cart can do and can't wait to learn more.

The Independence Branch held a Guppy Tank program to teach students the basics of entrepreneurship. The students met real business owners, developed a creative and persuasive pitch for a business concept, and presented their pitch before a panel of judges the final week. The winning concept was a double-decker water bottle that holds two different drinks and is customizable with different color combinations and accessories, such as a mister for the water side. The winner was inspired by his own experiences as a soccer player. He likes drinking water during the game and lemonade after the game as a treat. Judges were impressed by the winner's attention to detail, his personal story and his clear and confident presentation.

**CUYAHOGA COUNTY PUBLIC LIBRARY
REPORT OF THE EXECUTIVE DIRECTOR
MARCH 26, 2019**

ACTIVITIES OF THE EXECUTIVE DIRECTOR

February 27

- Attended the Cleveland Public Library (CPL) State of the Library event at the City Club with CCPL Trustee Patricia Shlonsky, members of CCPL Executive Team, and Administrative Team
- Attended DigitalC and Cuyahoga County meeting about connect the unconnected
- Attended author reception and event featuring Howard Schultz, CCPL Parma-Snow Branch

February 28

- Development Director interview with Hallie Rich, CCPL Communications & External Relations Director
- Participated on the Advisory Council conference call for the Panorama project

March 1

- Met with Sondra Hardis, Community Supporter, with Bill Kelly, CCPL Adult Programming Manager

March 2-5

- Attended CCPL Foundation author event with Heather Graham, hosted by Tony and Cindy Panzica, with Hallie Rich, CCPL Communications & External Relations Director, and Bridget Hawes, CCPL Senior Development Specialist, Naples, Florida

March 7-8

- Vacation

March 12

- Facilitated CCPL Foundation Board Meeting
- Facilitated CCPL Trustees Special Board Meeting
- Facilitated CCPL Policy, Planning & External Relations Committee

March 14

- Met with CCPL Trustee Maria Spangler
- Cleveland.com interview
- Met with Cuyahoga County Executive Armond Budish, with CCPL Trustee Patricia Shlonsky

March 19

- Facilitated the William N. Skirball Writers Center Stage with Timothy Egan

March 20

- Met with Carmella Calta, CEO, Staffing Solutions Enterprises
- Met with Susie Barragate, President and CEO, Vocational Guidance Services (VGS) and Laura Lamb, COO, VGS, with Scott Morgan, CCPL Operations Director
- Attended author event with Barbara Marlowe, CCPL Beachwood Branch

March 21

- Meeting with the nine Cuyahoga County Public Library Directors, Rocky River Public Library

March 22

- Met with Linda Hale, Canton Innovation District Community Manager, Jump Start Inc., with Bill Kelly, CCPL Adult Programming Manager and Jesse Sanders, Fairview Park Branch Manager at Fairview Park Branch

March 23

- Attended author event with Harlan Coben, CCPL Parma-Snow Branch

March 25

- Met with Jim Rokakis, Vice President, Western Reserve Land Conservancy and Howard Katz, Professor, Strayer University

March 26

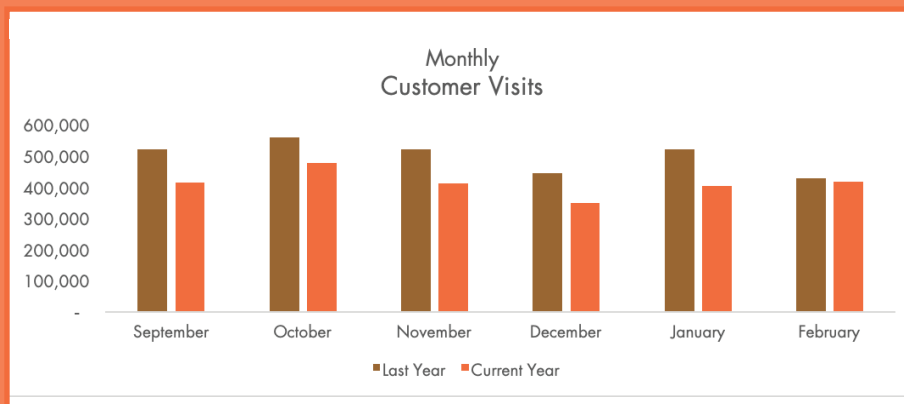
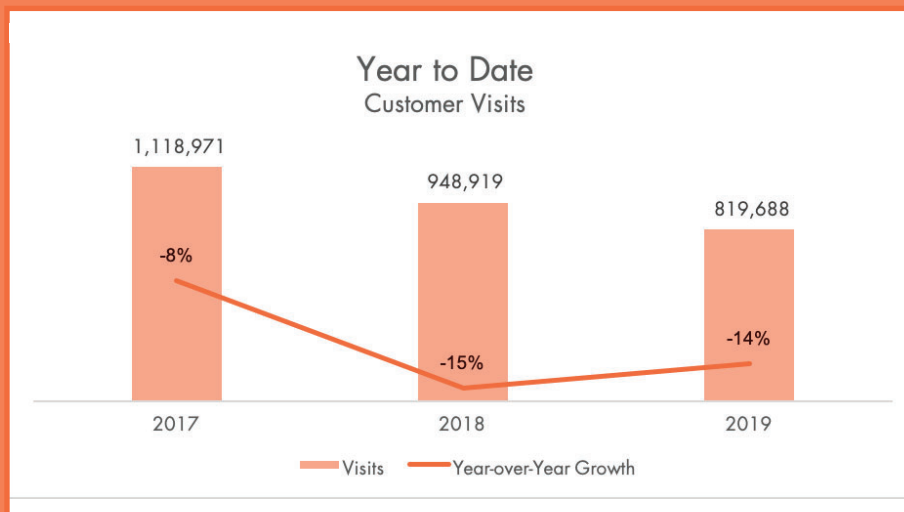
- Met with CCPL Trustees Patricia Shlonsky, Maria Spangler and Robert Varley, with Hallie Rich, CCPL Communications & External Relations Director
- Facilitated Finance Committee Meeting
- Facilitated Board of Trustees Meeting



Executive Director

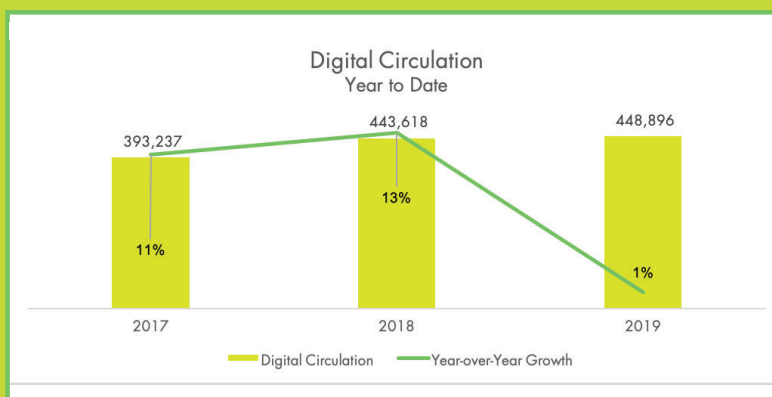
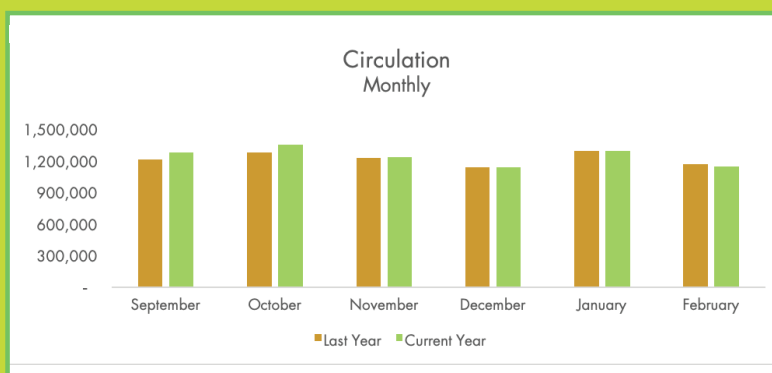
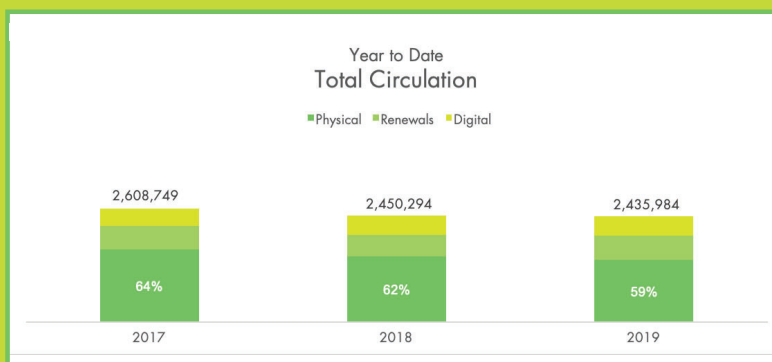
VISITS

FEBRUARY 2019



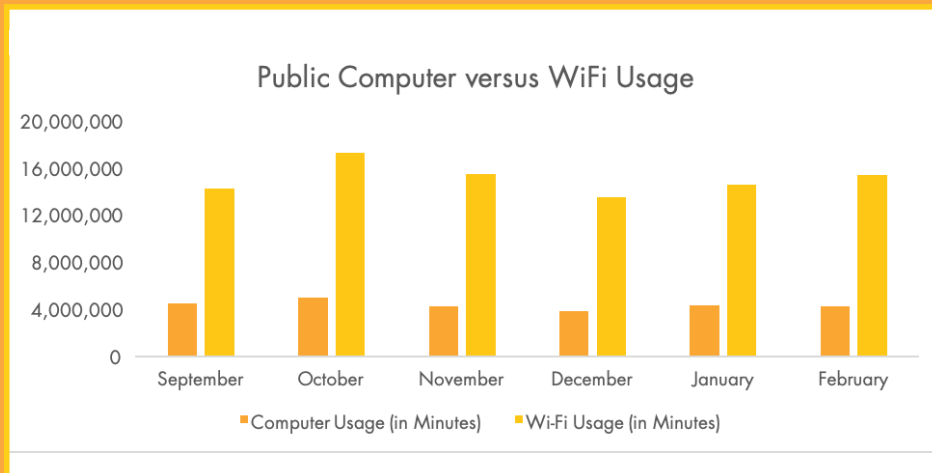
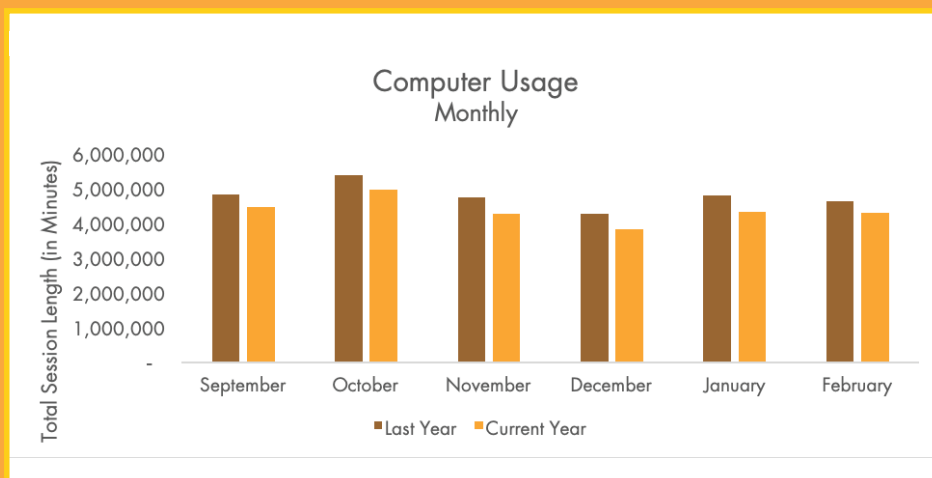
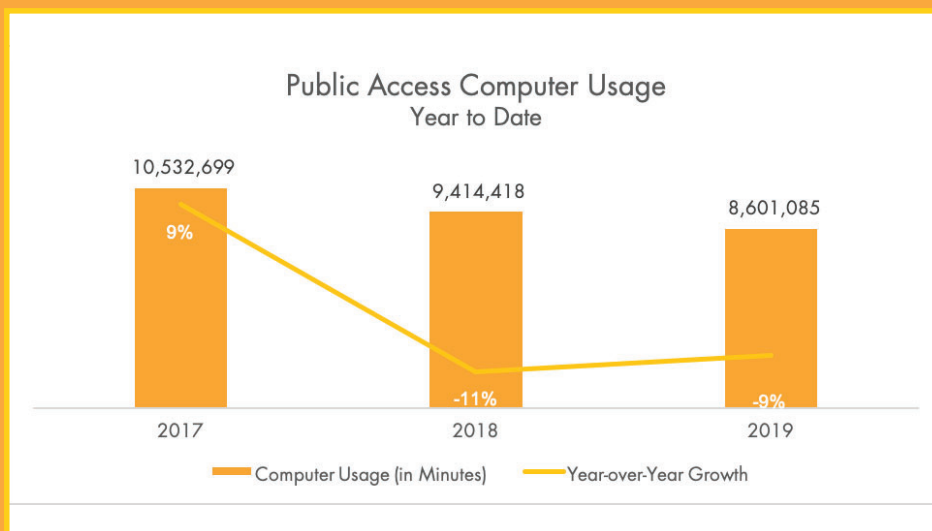
CIRCULATION

FEBRUARY 2019



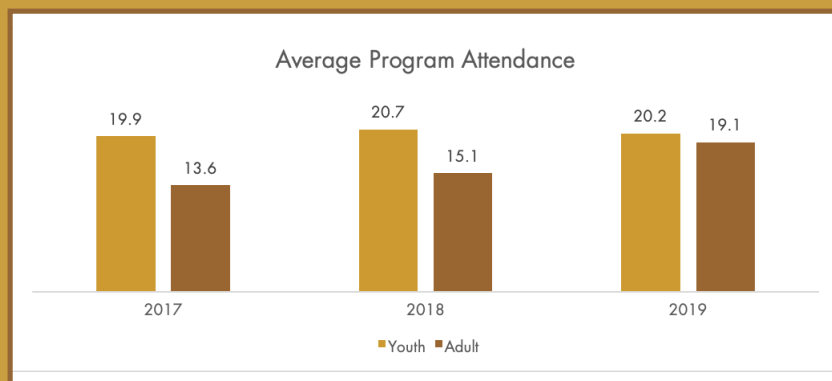
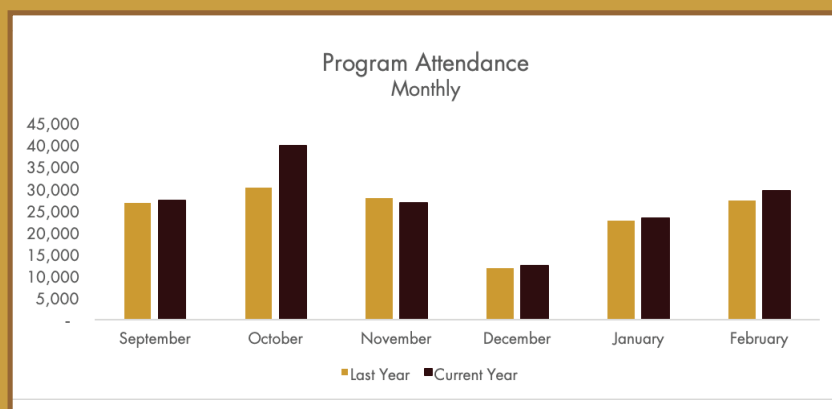
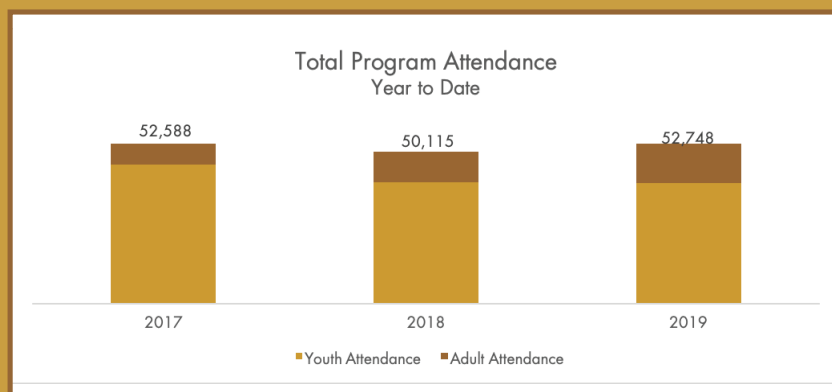
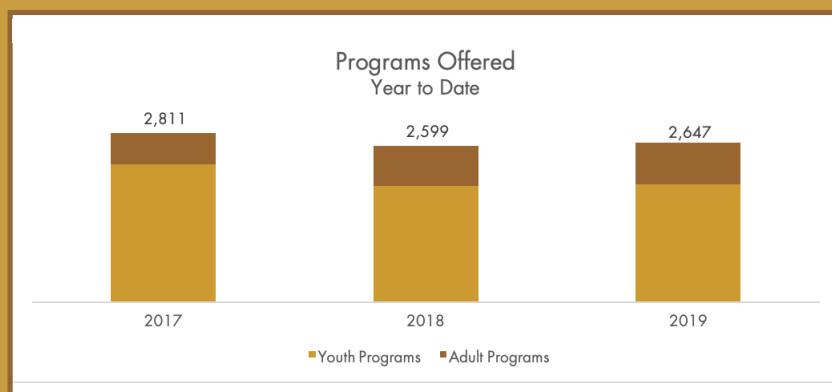
COMPUTER USE

FEBRUARY 2019



PROGRAMS

FEBRUARY 2019



[illegible]

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

March 26, 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CHANGES IN HOURS/SALARY/TRANSFERS												
2	CHANGES IN HOURS/SALARY/TRANSFERS	COST CENTER OLD	COST CENTER NEW	GRADE OLD	GRADE NEW	HOURS OLD	HOURS NEW	SALARY OLD	SALARY NEW	REPLACES	REASON	HRS WEEK	EFFECTIVE DATE
3	Benites-Galvez, Tania/Adult Programming Assistant	WVH111	515111	U10	U10	40	40	\$18.78	\$18.78	Paula Seals	Replacement	40	03.25.2019
4	Carpenter, Sarah/Branch Services Librarian	BCH111	FPR111	U11	U12	40	40	\$21.08	\$22.71	Susan Vandenberg	Sub Status	40	02.24.2019
5	Craig, Beth/Branch Services Clerk SUB	STH111	450111	U07	U07	28	1	\$16.14	\$15.67	-----	Acting Assignment Ended	1	03.02.2019
6	Dollar, Ramascus/Career Services Coach/Branch Services Assistant SUB	MHR111 450111	MHR111 1	U11 U10	U11 U11	40 1	40 1	24.32 18.14	24.32 24.32	-----	Updating 2nd rate	40 1	11.18.2018
7	Forsberg, Bethany/Branch Services Librarian I	SEU111	PAS111	U12	U12	40	40	\$24.47	24.47	Nancy Wolfinger	Replacement	40	03.25.2019
8	Furino, Anthony/Branch Manager	GFH111	ORG112	U13	38	40	40	\$26.48	35.10	Pamela DeFino	Replacement	40	03.25.2019
9	Gage, Joshua/Branch Services Clerk	SLN113	SLN111	OSP	U07 OSP	15	16	\$8.80	15.67	Aymie Salvo	Replacement	36	03.24.2019
10	Geihler, Emily/Branch Services Assistant I	PAS113	BRV111	OSP	U10	15	16	\$8.80	\$18.14	Rachel Vaughn	Replacement	28	02.26.2019
11	Hogan, Ebony/Career Services Supervisor/Branch Services Assistant SUB	MHR111 450111	MHR111 1	U14 U10	U14 U14	40 1	40 1	29.13 18.14	29.13 29.13	-----	Updating 2nd rate	40 1	11.18.2018
12	Hudson, Carrie/Adult Education Services Instructor I/Branch Services Clerk SUB	508111 450111	508111 450111	U11 U07	U11 U11	20 1	20 1	22.00 15.67	22.00 22.00	-----	Updating 2nd rate	20 1	11.18.2018
13	Kazimir, Brandon/Branch Services Clerk SUB/Page SUB	PAR113	450114 PAR113	OSP	U07 OSP	15	1 1	\$8.80	15.67 8.80	-----	Sub Status	1 1	02.24.2019
14	Overton, Dionne/Adult Education Services Lead Clerk	508111	508111	U07	U08	40	40	\$16.46	\$16.96	-----	-----	----	03.11.2019
15	Penny, Nanette/Adult Education Services Recruitment Coordinator/Branch Services Assistant SUB	508111 450111	508111 450111	U11 U10	U11 U11	25 1	25 1	22.44 18.14	22.44 22.44	-----	Updating 2nd rate	25 1	11.18.2018
16	Robinson, Bernadette/Career Services Coach/Branch Services Assistant SUB	MHR111 450111	MHR111 1	U11 U10	U11 U11	40 1	40 1	24.32 18.14	24.32 24.32	-----	Updating 2nd rate	40 1	11.18.2018
17	Schalk, Maggie/Branch Services Assistant I	BPK113	BCH111	OSP	U10	15	40	\$8.80	18.14	Sarah Carpenter	Replacement	40	03.25.2019
18	Schultis, Catherine/Branch Manager	SLN112	BEA112	38	38	40	40	\$42.99	\$42.99	Pamela DeFino	Replacement	40	03.11.2019
19	Smith, David/Branch Services Librarian SUB	450114	450114	U10	U12	1	1	\$18.14	\$22.05	-----	Change in status	1	02.24.2019
20	Suhadolnik, Grace/Page	FPR113	FPR113	OSP	OSP	15	1	\$8.80	\$8.80	-----	Sub Status	1	03.10.2019
21	Trivisanno, Maria/Branch Services Librarian Supervisor	505112	WVH111 1	37	U13	40	40	\$28.56	\$27.18	-----	Acting Assignment Ended	40	02.24.2019
22	Trivisanno, Maria/Branch Services Librarian Supervisor	WVH111	MYR111	U13	U13	40	40	\$27.18	\$27.18	Deborah Todd	Replacement	40	03.25.2019
23	Zanath, Rebecca/Branch Services Assistant SUB	BRV113	450111	OSP	U10	15	1	\$8.80	\$18.14	-----	-----	----	03.10.2019

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

March 26, 2019

ANNIVERSARY PAY ADJUSTMENTS (Not Based on 2080 Hours)

NAME/POSTION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Anderson, Edith/Page	BKL113	OEP	OSP	15	\$8.55	\$8.80	3.26.2019
Anderson, William/ITD Electronic Equipment Tech	611111	U11	U11	40	\$21.08	\$21.29	10.09.2018
Brickman, Britney/Branch Services Assistant I	SEU111	U10	U10	24	\$18.50	\$18.69	01.15.2019
Cochrane, Kaiulani/Branch Services Clerk	PAS111	U07	U07	16	\$15.98	\$16.14	02.26.2019
Conway, Ryan/Page	NRY113	OEP	OSP	15	\$8.55	\$8.80	3.10.2019
Cronin, Patricia/Adult Education Services Clerk II	508111	U07	U07	40	\$15.98	\$16.14	02.26.2019
Fahey, Danette/Branch Services Assistant I	NOL111	U10	U10	28	\$18.50	\$18.69	10.16.2018
Fried, Aaron/Branch Services Assistant I	SEU111	U10	U10	36	\$18.50	\$18.69	11.20.2018
Gnoddie, Sarah/Branch Services Librarian	STH111	U12	U12	40	\$24.48	\$24.72	11.20.2018
Iammarino, Sarah/Branch Services Assistant II	BCH111	U11	U11	20	\$20.46	\$20.67	11.05.2018
Johnson, Gregory/Page	WVH113	OEP	OSP	15	\$8.55	\$8.80	3.17.2019
Kelbach, Eileen/Adult Education Services Program Specialist	508111	U14	U14	40	\$28.04	\$28.32	02.12.2019
Kemelhar, Julie/Page	MYR113	OEP	OSP	15	\$8.55	\$8.80	3.24.2019
Khadige, Jonathan/Adult Education Services Instructor I	508111	U11	U11	40	\$23.46	\$23.69	01.15.2019
Klein, Isabel/Branch Services Librarian	WVH111	U12	U12	40	\$23.97	\$24.21	01.02.2019

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

March 26, 2019

Krauss, Mary/Branch Services Clerk	PAS111	U07	U07	16	\$15.98	\$16.14	02.26.2019
Loftus, Anne/Branch Services Assistant I	NOL111	U10	U10	24	\$18.50	\$18.69	10.09.2018
Maimin, Raisa/Adult Education Services Instructor I	508111	U11	U11	40	\$22.44	\$22.66	01.02.2019
Martin, Teresa/Page	MYR113	OEP	OSP	15	\$8.55	\$8.80	3.24.2019
Matera, Arlie/Branch Services Assistant I	BPK111	U10	U10	24	\$18.50	\$18.69	10.22.2018
Ostromeck, Ciera/Page	BKL113	OEP	OSP	15	\$8.55	\$8.80	03.24.2019
Piccirillo, Amanda/Branch Services Assistant I	STH111	U10	U10	32	\$18.50	\$18.69	02.26.2019
Price-Donahue, Rebecca/Branch Services Librarian	STV111	U12	U12	40	\$22.50	\$22.72	11.27.2018
Saleh, Mehraeel/Page	STV113	OEP	OSP	10	\$8.55	\$8.80	3.05.2019
Serra, Elba/Adult Education Services Instructor I	508111	U11	U11	30	\$24.48	\$24.72	01.02.2019
Smith, Lindsay/Page	SEU113	OEP	OSP	15	\$8.55	\$8.80	03.10.2019
Smith, Sarah/Branch Services Assistant I	GFH111	U10	U10	20	\$18.50	\$18.69	02.12.2019
Taylor, Joseph/Branch Services Clerk Supervisor	BPK111	U11	U11	40	\$21.42	\$21.63	08.14.2018
Venable, Moriah/Branch Services Clerk	MHR111	U07	U07	16	\$15.98	\$16.14	02.26.2019
Verlie, Sarah/Branch Services Librarian	MYR111	U12	U12	40	\$23.46	\$23.69	01.02.2019

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

March 26, 2019

[illegible]

RETIREMENTS						
NAME/POSTION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
Hack, Melanie/Branch Services Clerk	BEA111	U07	\$19.79	20	05.03.1999	03.31.2019
Martin, Kay/Branch Services Assistant II	STH111	U11	\$22.00	32	01.07.2008	03.23.2019
Pohorence, Pamela/Payroll Administrator	601112	35	\$30.52	40	10.22.2012	03.22.2019

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

March 26, 2019

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (\$)	AMOUNT	MILEAGE	MEETING
Adams-Cook, Vivian	04.04.2019	\$39.04	\$ 14.04	Critical Conversations: Mental Health Awareness/NEORLS/Twinsburg, Ohio
Andres, Heidi	03.20.2019	\$40.00	\$ -	Tweens...After School Behavior: To Battle or Engage/NEORLS/Online
Barden, Daniel	06.20.2019 - 06.25.2019	\$1,400.00	\$ -	ALA Annual Conference/ALA/Washington, DC
Barden, Daniel	04.26.2019	\$979.00	\$ -	Book Industry Study Group Meeting/Book Industry Study Group/New York, New York
Boddy, Brijin	07.15.2019	\$15.60	\$ 10.60	Introduction to Emotional Intelligence/Case/Cleveland, Ohio
Brosowki, Paula	04.04.2019	\$25.00	\$ -	Critical Conversations: Mental Health Awareness/NEORLS/Twinsburg, Ohio
Camino, Holly	06.20.2019 - 06.25.2019	\$1,400.00	\$ -	ALA Annual Conference/ALA/Washington, DC
Dolan, Robert	04.17.2019 - 04.18.2019	\$665.00	\$ 135.00	OLC Fiscal Officers Conference/OLC/Columbus, Ohio
Keefer, Lisa	04.11.2019	\$150.00	\$ -	The Intersection of ADA and FMLA/Kastner, Westman & Wilkins/Akron, Ohio
Kelly, William	05.28.2019 - 06.01.2019	\$1,425.00	\$ -	Book Expo America/Book Expo/New York City, New York
Miller, Carl	03.22.2019	\$255.00	\$ -	Northeast Ohio HR Conference/Cleveland SHRM/Cleveland, Ohio
Morgan, Scott	04.17.2019 - 04.18.2019	\$665.00	\$ 135.00	OLC Fiscal Officers Conference/OLC/Columbus, Ohio
Provenzale, Stephanie	03.06.2019 - 03.08.2019	\$1,200.00	\$ -	Public Library Think Tank/Library Journal and School Library Journal/Miami, Florida
Ranallo, Rebecca	04.01.2019 - 04.03.2019	\$1,193.00	\$ -	National Digital Inclusion Alliance - Net Inclusion/NDIA/Charlotte, North Carolina
Seals, Talia	03.22.2019	\$280.00	\$ -	Northeast Ohio HR Conference/Cleveland SHRM/Cleveland, Ohio
Seals, Talia	08.06.2019 - 08.07.2019	\$645.96	\$ 147.96	IDEAL19: Advancing Inclusion, Diversity, Equity in Libraries/Ohio State University/Columbus, Ohio
Thorrat, Lori	06.21.2019 - 06.24.2019	\$1,570.00	\$ -	ALA Annual Conference/ALA/Washington, DC
		\$11,947.60		

Financial Statement Analysis

February 2019

Revenues

As was mentioned in the analysis for January, our largest distribution is typically in the month of February. Our distribution for February was \$14.8 million. Adding that to our distribution from January brings us to nearly half of what we expect for the year. We will see some small amounts each month until we receive our next large advance, which is typically in July or August.

Our February distribution for the PLF was again smaller than anticipated. As we do every month, we will monitor this account closely. Last year we started out the year with smaller distributions than expected and then as the year progressed, we received as expected and also the difference to make up for some of the smaller distributions.

Patron Fines and Fees are currently exceeding our estimates. Once again it is passport fees and photos which are the reason for the increase. Sale of Resale Supplies is also slightly exceeding our estimates.

All other revenue accounts are where we would expect them to be for the month and the year.

Expenses

Expenses for Salaries and Benefits are all within budget with the exception of the Insurance Benefits and as was mentioned last month all of the HAS accounts were funded for the year and it would take a couple of months for the budget not to exceed expenses.

Many of the other expense accounts have higher than expected percentages for expenses and encumbrances because many of these accounts have standing orders encumbered against them to pay monthly and recurring expenses.

All other expense accounts are where we would expect them to be for the month and the year.

Investments

We had one investment purchase. A new piece of commercial paper from Natixis NY for \$100,000 at a purchase yield of 2.82%. We are slowly seeing some of the rates rising.

Transfers

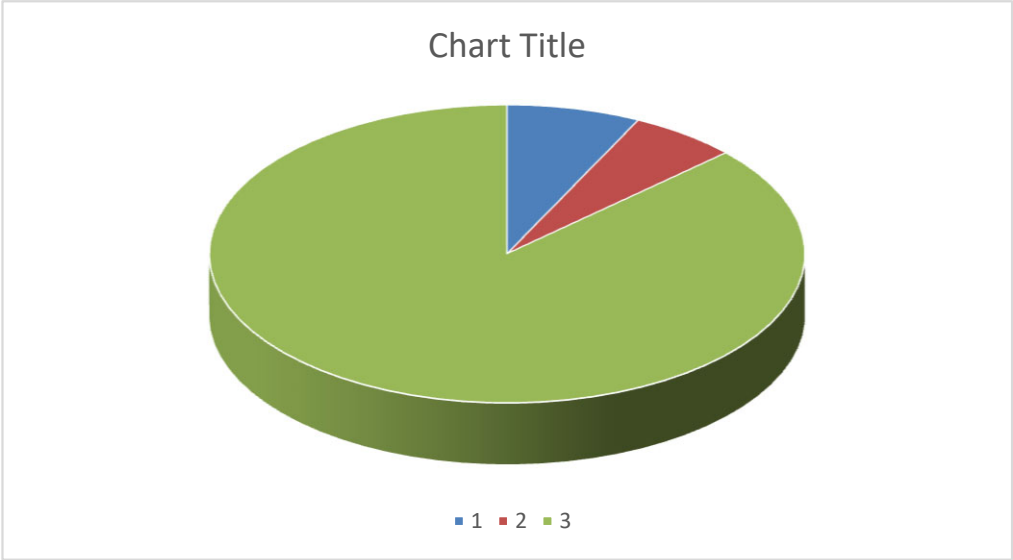
We had one transfer for the month. A transfer from the General Fund to Special School Programming for \$2800.00. The amount was to cover a match for one of the 21st Century grants.

CUYAHOGA COUNTY PUBLIC LIBRARY										General Fund
REVENUE										16.7% of Year
Fiscal 2019 -February										
Acct. No.	General Fund Line Item Description	2019 Revenue	2018 Final Revenue	2019 MTD Received	2018 MTD Received	2019 YTD Received	2018 YTD Received	2019 % Received	2019 Balance	Notes
1200	General Property Taxes	\$37,859,310.00	\$38,085,182.73	\$14,816,000.00	\$13,244,000.00	\$18,328,000.00	\$19,071,000.00	48.4%	(\$19,531,310.00)	
1250	Intergovernmental	\$25,634,817.35	\$25,409,713.62	\$2,002,246.73	\$2,050,393.30	\$3,667,661.82	\$3,696,366.16	14.3%	(\$21,967,155.53)	
	Public Library Fund	\$20,994,127.35	\$20,769,026.45	\$2,002,246.73	\$2,050,393.30	\$3,667,661.82	\$3,696,366.16	17.5%	(\$17,326,465.53)	
	Property Taxes	\$4,640,690.00	\$4,640,687.17	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$4,640,690.00)	
2200	Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
2300	Local Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
3100	Patron Fines & Fees	\$1,350,000.00	\$1,356,592.28	\$129,809.49	\$115,555.57	\$277,152.15	\$248,136.29	20.5%	(\$1,072,847.85)	
	Fines and Fees Income	\$350,000.00	\$373,364.63	\$24,454.49	\$36,949.32	\$45,797.15	\$81,803.39	13.1%	(\$304,202.85)	
	Passport Fee	\$732,000.00	\$716,086.40	\$79,520.00	\$54,500.00	\$175,525.00	\$113,900.40	24.0%	(\$556,475.00)	
	Passport Photo Fee	\$250,000.00	\$249,460.00	\$25,710.00	\$23,000.00	\$55,480.00	\$49,070.00	22.2%	(\$194,520.00)	
	Meeting Room Rental Fees	\$18,000.00	\$17,681.25	\$125.00	\$1,106.25	\$350.00	\$3,362.50	1.9%	(\$17,650.00)	
4000	Interest	\$80,000.00	\$38,929.65	\$9,406.36	\$197.14	\$14,496.64	\$322.46	18.1%	(\$65,503.36)	
5500	Services Provided Other Entities	\$2,500.00	\$2,710.43	\$11.00	\$130.00	\$136.82	\$177.00	5.5%	(\$2,363.18)	
6100	Restricted Gifts	\$0.00	\$33,619.90	\$20,124.48	\$1,112.12	\$20,214.49	\$1,212.12	0.0%	\$20,214.49	
6500	Unrestricted Gifts	\$55,000.00	\$22,453.56	\$166.23	\$3,050.35	\$166.23	\$4,550.35	0.3%	(\$54,833.77)	
8100	Sale of Property	\$22,000.00	\$10,786.43	\$785.00	\$0.00	\$785.00	\$0.00	3.6%	(\$21,215.00)	
8200	Sale of Resale Supplies	\$107,225.00	\$125,016.94	\$9,475.54	\$9,501.47	\$20,960.06	\$20,726.35	19.5%	(\$86,264.94)	
8300	Rental of Real Property	\$0.00	\$23,481.00	\$1,925.50	\$0.00	\$3,851.00	\$11,553.00	0.0%	\$3,851.00	
8700	Refunds and Reimbursements	\$445,775.00	\$395,639.95	\$5,865.34	\$15,303.74	\$28,003.35	\$16,257.74	6.3%	(\$417,771.65)	
8900	Miscellaneous	\$25,000.00	\$38,992.37	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$25,000.00)	
9800	Advances In	\$25,084.06	\$72,108.25	\$0.00	\$72,108.25	\$0.00	\$72,108.25	0.0%	(\$25,084.06)	
9900	Transfers In	\$0.00	\$1,873.72	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
	Carryover	\$1,851,996.98	\$500,000.00	\$0.00	\$0.00	\$1,851,996.98	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$67,458,708.39	\$66,117,100.83	\$16,995,815.67	\$15,511,351.94	\$24,213,424.54	\$23,642,409.72	35.9%	(\$43,245,283.85)	
TOTAL -- Capital Fund - 402		\$200,000.00	\$3,433,289.13	\$36,460.74	\$31,450.09	\$49,818.94	\$43,032.03	0.0%	(\$150,181.06)	
TOTAL -- Note Retirement Fund - 301		\$4,665,506.00	\$4,665,481.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$4,665,506.00)	
TOTAL -- Trust Fund (Regular) - 701		\$250,000.00	\$350,211.38	\$4,718.11	\$27,087.33	\$28,657.11	\$50,690.13	11.5%	(\$221,342.89)	
TOTAL -- Trust Fund (Special) - 702		\$20,000.00	\$712,900.71	\$1,285.58	\$2,674.52	\$3,430.48	\$5,487.41	17.2%	(\$16,569.52)	
TOTAL -- Endowment Fund - 801		\$1,000.00	\$1,543.28	\$155.20	\$89.30	\$323.61	\$184.86	32.4%	(\$676.39)	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$100,414.94	\$8,611.66	\$8,311.06	\$17,348.32	\$16,622.12	21.7%	(\$62,651.68)	
TOTAL --Project Build - 223		\$10,000.00	\$1,149.24	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$10,000.00)	
TOTAL -- Entrepreneurships Adult & Youth - 232		\$1,625.00	\$36,975.00	\$0.00	\$9,975.00	\$0.00	\$9,975.00	0.0%	(\$1,625.00)	
TOTAL -- Cleve Found Encore Initiative - 236		\$0.00	\$46,659.29	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$299.84	\$103,094.83	\$0.00	\$0.00	\$0.00	\$3,316.22	0.0%	(\$299.84)	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL - Adult Education Services - 247		\$1,042,663.32	\$1,378,848.54	\$162,043.97	\$49,715.52	\$162,043.97	\$129,816.15	15.5%	(\$880,619.35)	
TOTAL - Project Learn - 248		\$359,193.02	\$358,293.23	\$11,068.96	\$36,676.87	\$19,742.00	\$71,775.37	5.5%	(\$339,451.02)	
TOTAL - Baby Club - 249		\$43,762.12	\$38,453.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$43,762.12)	
TOTAL - IPAD Lab - 253		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL - Food & Culinary Literacy Program		\$0.00	\$65,500.00	\$0.00	\$0.00	\$10,000.00	\$0.00	0.0%	\$10,000.00	
TOTAL - Hotspot Lending Program		\$50,809.00	\$41,934.00	\$22,500.00	\$0.00	\$22,500.00	\$0.00	44.3%	(\$28,309.00)	
TOTAL -- Homework Centers - 270		\$134,670.00	\$300,103.84	\$30,000.00	\$0.00	\$40,500.00	\$10,000.00	30.1%	(\$94,170.00)	
TOTAL -- Summer Camps - 280		\$120,000.00	\$103,534.16	\$0.00	\$0.00	\$5,000.00	\$0.00	4.2%	(\$115,000.00)	
TOTAL -- Kindergarten & Baby Kits - 290		\$20,000.00	\$13,500.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	100.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$227,046.25	\$180,998.41	\$15,751.59	\$15,393.05	\$44,831.36	\$30,605.82	19.7%	(\$182,214.89)	
GRAND TOTAL -- All Funds		\$74,685,282.94	\$78,050,984.81	\$17,308,411.48	\$15,692,724.68	\$24,637,620.33	\$24,013,914.83	33.0%	(\$50,047,662.61)	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2019 -February												
16.7% of Year												
Acct. No.	General Fund Line Item Description	2019 Appropriation	2018 C/O Encumbrance	2018 Final Expended	2019 MTD Expended	2018 MTD Expended	2019 YTD Expended	2018 YTD Expended	2019 Enc + PY Enc	2019 Exp+Enc	2019 % Exp+Enc	2019 Balance
1000s	SALARIES & BENEFITS	56.4%										
1110	Salaries	\$28,000,000.00	\$0.00	\$28,038,950.21	\$2,174,835.03	\$2,132,619.72	\$4,318,704.71	\$4,321,155.50	\$0.00	\$4,318,704.71	15.4%	\$23,681,295.29
1400	Retirement Benefits-Employer	\$3,919,245.00	\$0.00	\$3,904,278.21	\$303,985.24	\$299,847.05	\$606,053.49	\$597,447.15	\$0.00	\$606,053.49	15.5%	\$3,313,191.51
1600	Insurance Benefits-Employer	\$6,070,142.00	\$0.00	\$5,472,877.37	\$465,666.40	\$416,502.74	\$1,349,108.69	\$1,201,513.58	\$0.00	\$1,349,108.69	22.2%	\$4,721,033.31
1900	Other Employee Benefits	\$60,613.00	\$0.00	\$58,178.74	\$0.00	\$2,773.05	\$81.00	\$3,504.05	\$0.00	\$81.00	0.1%	\$60,532.00
	SUBTOTAL -- SALARIES & BENEFITS	\$38,050,000.00	\$0.00	\$37,474,284.53	\$2,944,486.67	\$2,851,742.56	\$6,273,947.89	\$6,123,620.28	\$0.00	\$6,273,947.89	16.5%	\$31,776,052.11
2000s	SUPPLIES	2.1%										
2100	General Administrative Supplies	\$706,035.00	\$18,326.44	\$628,227.86	\$31,809.60	\$41,142.22	\$71,318.69	\$80,838.29	\$472,351.52	\$543,670.21	75.1%	\$180,691.23
2200	Property Maintenance & Repair Supplies	\$357,415.00	\$1,050.00	\$298,082.48	\$29,273.81	\$57,819.27	\$46,849.74	\$76,734.10	\$311,595.26	\$358,445.00	100.0%	\$20.00
2300	Motor Equipment Fuel & Supplies	\$106,665.00	\$830.04	\$92,977.86	\$4,646.33	\$10,272.52	\$9,292.84	\$15,895.13	\$89,545.77	\$98,838.61	91.9%	\$8,656.43
2500	Supplies for Resale	\$229,885.00	\$0.00	\$148,494.30	\$3,000.00	\$0.00	\$5,500.00	\$53,335.00	\$142,173.00	\$147,673.00	64.2%	\$82,212.00
	SUBTOTAL -- SUPPLIES	\$1,400,000.00	\$20,206.48	\$1,167,782.50	\$68,729.74	\$109,234.01	\$132,961.27	\$226,802.52	\$1,015,665.55	\$1,148,626.82	80.9%	\$271,579.66
3000s	PURCHASED & CONTRACTED SERVICES	15.6%										
3100	Travel & Meeting Expenses	\$167,810.00	\$0.00	\$178,640.91	\$20,197.73	\$7,066.24	\$26,353.26	\$12,885.89	\$0.00	\$26,353.26	15.7%	\$141,456.74
3200	Communications-Printing & Publications	\$1,111,960.00	\$750.00	\$809,582.34	\$56,670.37	\$50,703.09	\$122,325.12	\$125,559.85	\$278,673.54	\$400,998.66	36.0%	\$711,711.34
3300	Property Maintenance & Repair Service	\$2,960,052.00	\$49,224.69	\$2,685,945.06	\$74,703.03	\$184,641.90	\$265,014.97	\$534,910.01	\$2,388,229.51	\$2,653,244.48	88.2%	\$356,032.21
3400	Insurance	\$302,500.00	\$0.00	\$259,684.00	\$0.00	\$0.00	\$0.00	\$0.00	\$302,500.00	\$302,500.00	100.0%	\$0.00
3500	Rents and Leases	\$772,855.00	\$0.00	\$766,467.97	\$70,906.45	\$26,553.93	\$127,921.64	\$137,883.78	\$630,778.36	\$758,700.00	98.2%	\$14,155.00
3600	Utilities	\$1,676,380.00	\$0.00	\$1,703,600.27	\$133,088.86	\$104,041.18	\$274,914.34	\$278,477.99	\$0.00	\$274,914.34	16.4%	\$1,401,465.66
3700	Professional Services	\$1,943,273.00	\$24,382.00	\$2,260,765.84	\$86,470.34	\$135,946.58	\$144,884.26	\$265,258.02	\$807,521.43	\$952,405.69	48.4%	\$1,015,249.31
3900	Other Contracted Services	\$1,565,170.00	\$0.00	\$1,527,418.17	\$103,054.08	\$122,445.66	\$664,133.84	\$298,811.84	\$674,225.56	\$1,338,359.40	85.5%	\$226,810.60
	SUBTOTAL -- CONTRACTED SERVICES	\$10,500,000.00	\$74,356.69	\$10,192,104.56	\$545,090.86	\$631,398.58	\$1,625,547.43	\$1,653,787.38	\$5,081,928.40	\$6,707,475.83	63.4%	\$3,866,880.86
4000s	LIBRARY MATERIALS & INFORMATION	13.2%										
4100	Books & Pamphlets	\$5,190,953.00	\$318,318.88	\$5,760,436.64	\$513,185.60	\$493,045.31	\$1,030,916.41	\$986,748.68	\$532,209.76	\$1,563,126.17	28.4%	\$3,946,145.71
4200	Periodicals	\$268,020.00	\$10.00	\$187,694.61	\$273.40	\$303.28	\$10,526.98	\$820.63	\$10.00	\$10,536.98	3.9%	\$257,493.02
4300	Audiovisual Material	\$2,120,059.00	\$207,574.96	\$1,546,354.32	\$115,470.71	\$104,690.56	\$467,552.22	\$257,099.09	\$233,278.14	\$700,830.36	30.1%	\$1,626,803.60
4500	Computer Services & Information	\$1,260,986.00	\$0.00	\$1,249,748.68	\$41,178.06	\$66,179.63	\$172,993.72	\$168,355.43	\$0.00	\$172,993.72	13.7%	\$1,087,992.28
4700	Library Material Repair & Restoration	\$1,000.00	\$0.00	\$189.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,000.00
4900	Library Materials-Other	\$62,482.00	\$2,777.86	\$32,958.92	\$1,453.88	\$718.89	\$1,868.02	\$814.83	\$953.04	\$2,821.06	4.3%	\$62,438.80
	SUBTOTAL -- LIBRARY MATERIALS	\$8,903,500.00	\$528,681.70	\$8,777,382.17	\$671,561.65	\$664,937.67	\$1,683,857.35	\$1,413,838.66	\$766,450.94	\$2,450,308.29	26.0%	\$6,981,873.41
5000s	CAPITAL OUTLAY	4.7%										
5100	Purchase of Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
5400	Building Improvements	\$800,000.00	\$308,761.30	\$826,905.18	\$0.00	\$0.00	\$163,838.91	\$57,914.00	\$100,554.12	\$264,393.03	23.8%	\$844,368.27
5500	Furniture & Equipment	\$2,305,000.00	\$116,902.11	\$421,589.50	\$10,689.36	\$21,271.61	\$61,320.83	\$24,302.01	\$170,859.38	\$232,180.21	9.6%	\$2,189,721.90
5700	Motor Vehicles	\$95,000.00	\$0.00	\$190,013.50	\$59,863.00	\$0.00	\$83,906.50	\$59,878.00	\$0.00	\$83,906.50	0.0%	\$11,093.50
	SUBTOTAL -- CAPITAL OUTLAY	\$3,200,000.00	\$425,663.41	\$1,438,508.18	\$70,552.36	\$21,271.61	\$309,066.24	\$142,094.01	\$271,413.50	\$580,479.74	16.0%	\$3,045,183.67
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$43,015.00	\$0.00	\$43,929.99	\$614.97	\$190.00	\$34,009.97	\$32,534.00	\$100.00	\$34,109.97	79.3%	\$8,905.03
7200	Taxes and Assessments	\$31,990.00	\$0.00	\$32,559.86	\$2,446.60	\$2,352.82	\$10,367.03	\$9,354.37	\$0.00	\$10,367.03	32.4%	\$21,622.97
7500	Refunds and Reimbursements	\$8,495.00	\$0.00	\$5,384.83	\$51.98	\$1,496.25	\$86.97	\$1,621.59	\$0.00	\$86.97	1.0%	\$8,408.03
7900	Other Miscellaneous Expenses	\$1,500.00	\$0.00	\$684.50	\$181.72	\$0.00	\$1,225.24	\$163.50	\$0.00	\$1,225.24	81.7%	\$274.76
	SUBTOTAL -- OTHER OBJECTS	\$85,000.00	\$0.00	\$82,559.18	\$3,295.27	\$4,039.07	\$45,689.21	\$43,673.46	\$100.00	\$45,789.21	53.9%	\$39,210.79
8000s	CONTINGENCY	0.3%										
8999	Contingency	\$170,208.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$170,208.39
	SUBTOTAL -- CONTINGENCY	\$170,208.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$170,208.39
9000s	TRANSFERS OUT	7.6%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$25,084.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$5,150,000.00	\$0.00	\$5,002,352.91	\$2,800.00	\$0.00	\$7,880.83	\$0.00	\$0.00	\$7,880.83	0.2%	\$5,142,119.17
	SUBTOTAL -- TRANSFERS OUT	\$5,150,000.00	\$0.00	\$5,027,436.97	\$2,800.00	\$0.00	\$7,880.83	\$0.00	\$0.00	\$7,880.83	0.2%	\$5,142,119.17
	GRAND TOTAL -- General Fund	\$67,458,708.39	\$1,048,908.28	\$64,160,058.09	\$4,306,516.55	\$4,282,623.50	\$10,078,950.22	\$9,603,816.31	\$7,135,558.39	\$17,214,508.61	25.1%	\$51,293,108.06

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2019 -February												
16.7% of Year												
FUND	Line Item Description	2019 Appropriation	2018 C/O Encumbrance	2018 Final Expended	2019 MTD Expended	2018 MTD Expended	2019 YTD Expended	2018 YTD Expended	2019 ENC + PY Enc	2019 Exp+Enc	2019 % Exp+Enc	2019 Balance
223	TOTAL -- Project Build	\$10,000.00	\$0.00	\$1,149.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$10,000.00
232	TOTAL -- Entrepreneurships Adult & Youth	\$65,090.26	\$0.00	\$55,558.33	\$1,058.36	\$5,000.00	\$2,058.36	\$5,000.00	\$8,044.02	\$10,102.38	15.5%	\$54,987.88
236	TOTAL -- Cleveland Foundation Encore Initiative	\$17,199.21	\$0.00	\$41,905.37	\$3,250.00	\$3,250.00	\$3,250.00	\$3,250.00	\$3,250.00	\$6,500.00	37.8%	\$10,699.21
242	TOTAL -- MyCom Neighborhood	\$21,525.50	\$0.00	\$81,872.23	\$7,219.29	\$4,380.88	\$14,438.57	\$8,761.75	\$0.00	\$14,438.57	67.1%	\$7,086.93
243	TOTAL -- Memory Lab	\$8,468.18	\$0.00	\$47,910.23	\$1,198.00	\$7,110.41	\$1,198.00	\$15,974.57	\$1,937.28	\$3,135.28	37.0%	\$5,332.90
244	TOTAL -- WVH Garden Grant	\$1,041.09	\$0.00	\$3,365.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,041.09
247	TOTAL -- Adult Education Services	\$1,079,746.99	\$0.00	\$1,341,764.87	\$85,920.99	\$122,661.33	\$158,412.80	\$177,192.90	\$55,155.82	\$213,568.62	19.8%	\$866,178.37
248	TOTAL -- Project Learn	\$554,054.42	\$0.00	\$278,389.96	\$22,144.68	\$29,535.63	\$39,445.50	\$56,987.15	\$6,589.77	\$46,035.27	8.3%	\$508,019.15
249	TOTAL -- Baby Club	\$81,250.53	\$0.00	\$14,921.58	\$2,438.36	\$0.00	\$11,229.01	\$34.51	\$21,075.50	\$32,304.51	39.8%	\$48,946.02
253	TOTAL -- IPAD Lab	\$1,638.36	\$0.00	\$5,486.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,638.36
256	TOTAL -- Food & Culinary Literacy Programs	\$42,600.00	\$0.00	\$22,900.00	\$300.00	\$0.00	\$557.87	\$0.00	\$0.00	\$557.87	1.3%	\$42,042.13
257	TOTAL -- Hotspot Lending Program	\$50,809.00	\$0.00	\$41,934.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$50,809.00
270	TOTAL -- Homework Centers	\$174,554.37	\$0.00	\$282,913.12	\$29,685.98	\$30,829.75	\$42,456.42	\$39,477.69	\$5,129.15	\$47,585.57	27.3%	\$126,968.80
280	TOTAL -- Summer Camps	\$125,000.00	\$0.00	\$106,034.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$125,000.00
290	TOTAL -- Kindergarten & Baby Kits	\$33,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$33,500.00
293	TOTAL -- Special School Programming	\$227,046.25	\$0.00	\$212,875.96	\$10,322.34	\$10,349.34	\$17,742.76	\$15,652.40	\$13,790.52	\$31,533.28	13.9%	\$195,512.97
301	TOTAL -- Note Retirement Fund	\$4,665,506.00	\$0.00	\$4,665,481.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$4,665,506.00
402	TOTAL -- Capital Fund	\$7,000,000.00	\$137,830.74	\$6,709,357.06	\$118,639.60	\$1,088,794.30	\$125,605.85	\$2,012,462.16	\$591,070.39	\$716,676.24	10.0%	\$6,421,154.50
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$12,256.37	\$855,404.56	\$3,216.70	\$961.11	\$5,754.97	\$3,537.60	\$21,658.39	\$27,413.36	18.0%	\$124,843.01
702	TOTAL -- Trust Fund (Special)	\$70,000.00	\$35,550.00	\$2,410,574.17	\$2,632.32	\$27,808.00	\$42,061.94	\$27,808.00	\$87.89	\$42,149.83	39.9%	\$63,400.17
801	TOTAL -- Endowment Fund	\$75,000.00	\$0.00	\$822.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$75,000.00
901	TOTAL -- Agency Fund (FSA)	\$110,000.00	\$0.00	\$100,000.00	\$11,054.83	\$14,904.14	\$25,841.25	\$26,820.32	\$0.00	\$25,841.25	23.5%	\$84,158.75
	GRAND TOTAL -- All Funds	\$14,554,030.16	\$185,637.11	\$17,280,621.03	\$299,081.45	\$1,345,584.89	\$490,053.30	\$2,392,959.05	\$727,788.73	\$1,217,842.03	8.3%	\$13,521,825.24

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2019 --February							
FUND	CC	Project Budget	2018 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Bay	004	\$7,500,000.00	\$29,226.85	\$249,126.35	\$560,773.15	\$6,690,100.50	
Maple Heights	037	\$550,000.00	\$97,614.91	\$480,066.68	\$30,297.24	\$39,636.08	
Richmond	070	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	
Total Capital Fund - 402		\$10,050,000.00	\$126,841.76	\$729,193.03	\$591,070.39	\$8,729,736.58	



CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2018 --February 2019				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$2,900,905.26	\$22,361,427.56	\$10,078,950.22	\$15,183,382.60
Debt Service	\$418.70	\$0.00	\$0.00	\$418.70
Capital Fund - 402	\$15,125,123.85	\$49,818.94	\$125,605.85	\$15,049,336.94
Trust Fund - Regular	\$772,058.63	\$28,657.11	\$5,754.97	\$794,960.77
Trust Fund - Special	\$651,066.52	\$3,430.48	\$42,061.94	\$612,435.06
Endowment Fund	\$79,139.62	\$323.61	\$0.00	\$79,463.23
Agency Fund	\$49,790.20	\$17,348.32	\$25,841.25	\$41,297.27
Project Build	\$0.00	\$0.00	\$0.00	\$0.00
Keybank FNDTH College Prep/Entrepreneurship	\$63,465.26	\$0.00	\$2,058.36	\$61,406.90
Cleveland Foundation Encore Initiative	\$17,199.21	\$0.00	\$3,250.00	\$13,949.21
MyCom Neighborhood	\$21,225.66	\$0.00	\$14,438.57	\$6,787.09
Memory Lab Grant	\$8,468.18	\$0.00	\$1,198.00	\$7,270.18
WVH Garden Grant	\$1,041.09	\$0.00	\$0.00	\$1,041.09
Adult Education Services (AES)	\$37,083.67	\$162,043.97	\$158,412.80	\$40,714.84
Project Learn	\$194,861.40	\$19,742.00	\$39,445.50	\$175,157.90
Baby Club	\$37,488.41	\$0.00	\$11,229.01	\$26,259.40
IPAD Lab	\$1,638.36	\$0.00	\$0.00	\$1,638.36
Food & Culinary Literacy Programs	\$42,600.00	\$10,000.00	\$557.87	\$52,042.13
Hotspot Lending Program	\$0.00	\$22,500.00	\$0.00	\$22,500.00
Homework Centers	\$39,884.37	\$40,500.00	\$42,456.42	\$37,927.95
Summer Camps	\$5,000.00	\$5,000.00	\$0.00	\$10,000.00
Kindergarten and Baby Kits	\$13,500.00	\$20,000.00	\$0.00	\$33,500.00
Special School Programming	\$0.00	\$44,831.36	\$17,742.76	\$27,088.60
SUBTOTAL	\$20,061,958.39	\$22,785,623.35	\$10,569,003.52	\$32,278,578.22

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2019 --February						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$6,182,724.13	1.01%	n/a	n/a	19.08%
Money Market Fund	Northwest Bank	\$100.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$19,505.75	2.28%	n/a	n/a	0.06%
Money Market Fund	Fifth Third	\$6,288.83	2.16%	n/a	n/a	0.02%
ICS Account	TriState Capital	\$0.00	0.52%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$15,559,042.16	2.58%	n/a	n/a	48.02%
US Treasury						
US Government Agency Discount Notes						
Commercial Paper						
Natixis NY	Dbtc Americas	\$100,000.00	2.82%	January 28, 2019	September 25, 2019	0.31%
ING US Funding	ING Financial Markets LLC	\$210,000.00	2.73%	October 30, 2018	April 26, 2019	0.65%
Toyota Motor Credit Co	Citibank	\$370,000.00	2.74%	October 30, 2018	May 13, 2019	1.14%
Bnp Paribas	Bnp Paribas NY	\$370,000.00	2.77%	October 30, 2018	April 29, 2019	1.14%
Natixis NY	Dbtc Americas	\$275,000.00	2.71%	February 15, 2019	September 12, 2019	0.85%
JP Morgan Securities	JP Morgan Securities LLC	\$370,000.00	2.68%	February 27, 2019	November 22, 2019	1.14%
Mufg Bank Ltd	Mufg Union Bk	\$300,000.00	2.73%	February 27, 2019	November 22, 2019	0.93%
Certificate of Deposit						
Certificate of Deposit	Discover Bank	\$247,000.00	2.30%	October 19, 2015	September 30, 2020	0.76%
Certificate of Deposit	Capital One National Bank	\$247,000.00	2.28%	October 19, 2015	October 7, 2020	0.76%
Certificate of Deposit	Capital One National Bank	\$247,000.00	2.28%	October 19, 2015	October 7, 2020	0.76%
Certificate of Deposit	Goldman Saks Bank	\$247,000.00	2.20%	October 21, 2015	October 21, 2020	0.76%
Certificate of Deposit	Amex Centurion	\$247,000.00	2.27%	October 29, 2015	October 28, 2020	0.76%
Certificate of Deposit (CDARS)	TriState Capital	\$2,110,121.61	1.59%	December 20, 2018	June 20, 2019	6.51%
Certificate of Deposit	Bank of Baroda	\$245,000.00	1.90%	March 8, 2018	March 8, 2019	0.76%
Certificate of Deposit	First Foundation Bank	\$32,000.00	1.95%	March 14, 2018	March 14, 2019	0.10%
Certificate of Deposit	Safra National Bank of New York	\$245,000.00	1.95%	March 20, 2018	March 19, 2019	0.76%
Certificate of Deposit	State Bank of India	\$245,000.00	2.00%	March 22, 2018	March 22, 2019	0.76%
Certificate of Deposit	Wells Fargo Bank National Assoc	\$250,000.00	2.10%	March 14, 2018	April 15, 2019	0.77%
Agency Securities						
Federal National Mortgage	Davidson DA & Company	\$1,100,000.00	1.50%	September 30, 2016	September 30, 2020	3.40%
Federal National Mortgage	Davidson DA & Company	\$550,000.00	1.42%	July 27, 2016	July 27, 2020	1.70%
Federal National Mortgage	Citigroup Global Markets, Inc.	\$555,000.00	0.88%	August 9, 2016	August 5, 2019	1.71%
Federal National Mortgage	Davidson DA & Company	\$1,040,000.00	1.40%	August 30, 2016	August 28, 2020	3.21%
Federal National Mortgage	Fcstone Financial Inc.	\$1,030,000.00	1.60%	August 30, 2016	August 24, 2021	3.18%
TOTAL PORTFOLIO						
		\$32,399,782.48			100.00%	

CUYAHOGA COUNTY PUBLIC LIBRARY

Purchase Approval List

March 26, 2019

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		RENEWAL PURCHASES			
1	1143	Deep Freeze 3-year renewal for public and staff computers		\$15.26	
		SUMMARY: Necessary to keep software up to date on all machines system wide. As requested by the Information Technologies Division.	Faronics Technologies		\$17,442.18
		NEW PURCHASES			
2		Executive Director search services		\$19,000.00	
		Search expenses		\$2,000.00	
		SUMMARY: Necessary to assist in filling Executive Director position. As requested by the Executive Division.	June Garcia LLC		\$21,000.00
3		Replacement of Southeast exterior lighting			
		SUMMARY: Necessary for updated exterior lighting at Southeast branch. As requested by the Operations-Facilities Division.	TPI Efficiency		\$53,736.00
4		Mimaki UCJV300-160 print & cut wide format machine			
		SUMMARY: Necessary to upgrade print shop equipment. As requested by the Communications and External Relations Division.	Millcraft		\$22,500.00
5		Security Stations at Warrensville Heights branch			
		SUMMARY: Necessary to install new security offices at Warrensville Heights branch. As requested by the Operations-Facilities Division.	American Interiors		\$28,767.00
6		Development consulting services			
		SUMMARY: Needed for 6 months of support for the hiring of a Development Director. As requested by the Communications and External Relations Division.	Stacy Caddey		\$30,000.00

CUYAHOGA COUNTY PUBLIC LIBRARY**Purchase Approval List****March 26, 2019**

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
7		Public survey of registered voters			
		SUMMARY: Necessary to conduct 400 telephone interviews of service area voters. As requested by the Communications and External Relations Division.	Fallon Research & Communications, Inc		\$20,000.00
8	22	Surface Pro laptops		\$1,209.81	
		SUMMARY: Necessary to provide Surfaces to Adult Education Services staff. As requested by the Information Technologies Division.	Microsoft Store		\$26,615.67

**Cuyahoga County Public Library
Gift Report / February 1-28, 2019**

Gift Amount	Donor	Recipient	Purpose
\$25,020.00	Brown and Kunze Foundation	CCPL	Junior Tech Corps pilot program with Parma City School District
\$70,000.00	Cuyahoga County Public Library Foundation	CCPL	Includes support for Homework Centers, Baby Kits, and Staff Development
\$257.72	Friends of the Bay Village Branch	Bay Village Branch Trust Fund	February programming and supplies
\$858.07	Friends of the Beachwood Branch	Beachwood Branch Trust Fund	February programming and supplies
\$178.35	Friends of the Berea Branch	Berea Branch Trust Fund	February programming and supplies
\$23.31	Friends of the Brecksville Branch	Brecksville Branch Trust Fund	February programming and supplies
\$206.00	Friends of the Brook Park Branch	Brook Park Branch Trust Fund	February programming and supplies
\$497.02	Friends of the Chagrin Falls Branch	Chagrin Falls Branch Trust Fund	February programming and supplies
\$135.28	Friends of the Garfield Heights Branch	Garfield Heights Branch Trust Fund	February programming and supplies
\$42.00	Friends of the Gates Mills Branch	Gates Mills Branch Trust Fund	February programming and supplies
\$571.24	Friends of the Independence Branch	Independence Branch Trust Fund	February programming and supplies
\$207.94	Friends of the Middleburg Heights Branch	Middleburg Heights Branch Trust Fund	February programming and supplies
\$569.93	Friends of the North Olmsted Branch	North Olmsted Branch Trust Fund	February programming and supplies
\$352.47	Friends of the North Royalton Branch	North Royalton Branch Trust Fund	February programming and supplies
\$26.32	Friends of the Olmsted Falls Branch	Olmsted Falls Branch Trust Fund	February programming and supplies
\$73.17	Friends of the Orange Branch	Orange Branch Trust Fund	February programming and supplies
\$390.00	Friends of the Parma Heights Branch	Parma Heights Branch Trust Fund	February programming and supplies
\$212.00	Friends of the Solon Branch	Solon Branch Trust Fund	February programming and supplies
\$820.46	Friends of the Strongsville Branch	Strongsville Branch Trust Fund	February programming and supplies
\$100.00	William Riemold	Bedford Branch Trust Fund	in memory of aunt Mary Houghton, from William & Yvonne Reimold and Virginia D'Eramo
\$500.00	Charles Shalkhauser and Chung Simhan	Berea Branch Trust Fund	In appreciation of services

CUYAHOGA COUNTY PUBLIC LIBRARY

Resolution to Approve Public Library Fund Allocation 2018-2021

WHEREAS, the nine independent free public library systems in Cuyahoga County entered into an agreement with the Cuyahoga County Budget Commission for the allocation of the Public Library Fund;

WHEREAS, the directors of the nine independent free public libraries have met together to negotiate in good faith and have agreed, subject to the approval of each library's respective Board of Trustees and the Cuyahoga County Budget Commission, to enter into a new Agreement; and

WHEREAS, the libraries have agreed that for the four-year period commencing January 1, 2018 and ending December 31, 2021, the libraries will retain the current percentage allocations with regard to distributions from the Public Library Fund that are equal to or less than the amount distributed to all the libraries from the Fund in the year 2007; and

WHEREAS, the percentage of Funds to be allocated to the Cuyahoga County Public Library under the Agreement is 38.23690% of Funds equal to or less than 2007 Base Year distribution, and 48.08% of Funds in excess of the 2007 Base Year distribution; and

WHEREAS, this Board of Trustees has determined that the allocation set forth above is fair and reasonable.

NOW, THEREFORE BE IT RESOLVED, that subject to the approval of the Cuyahoga County Budget Commission, and each of the independent free library systems in Cuyahoga County, this Board hereby approves an Agreement commencing January 1, 2018 and terminating December 31, 2021 on the terms and conditions set forth in the Agreement, which substantially conforms to the agreement attached to this resolution and incorporated herein by reference, which provides that the percentage of Funds to be allocated to the Cuyahoga County Public Library under the Agreement is 38.23690% of Funds equal to or less than 2007 Base Year distribution, and 48.08% of Funds in excess of the 2007 Base Year distribution;

NOW, THEREFORE BE IT FURTHER RESOLVED, that the President and Secretary of the Board of Trustees are hereby authorized, empowered and directed, in the name and on behalf of the Board of Trustees to execute any agreements, amendments, or other documents necessary or appropriate to effectuate the agreement in accordance with the Resolution, on behalf of the Board of Trustees.

Approved 26 March 2019

X_____

Patricia A. Shlonsky
President

X_____

Dean E. DePiero
Secretary

PLF AGREEMENT BETWEEN THE NINE LIBRARIES OF CUYAHOGA COUNTY 2018-2021

This Agreement ("Agreement") is entered into in Cuyahoga County, Ohio by and between the various free public libraries in Cuyahoga County, Ohio, including: Cleveland Heights-University Heights Public Library, Cleveland Public Library, Cuyahoga County Public Library, East Cleveland Public Library, Euclid Public Library, Lakewood Public Library, Porter (Westlake) Public Library, Rocky River Public Library, Shaker Heights Public Library ("the libraries") and the Cuyahoga County Budget Commission, pursuant to resolutions duly adopted by the above-referenced Boards of Library trustee, and the Cuyahoga County Budget Commission (copies of which are attached).

WHEREAS, the libraries constitute all of the libraries in Cuyahoga County entitled to participate in the fund presently referred to in R.C. 5705.28 and R.C. 5705.32 as the county Public Library Fund, formerly known as the county Library and Local Government Support Fund (hereinafter referred to as the "Fund"); and

WHEREAS, the libraries have in the past found that the statutory framework for allocating that fund has not always resulted in satisfactory allocations, and has led to appeals and litigation involving the libraries; and

WHEREAS, trustee and directors of the various libraries have met together in good faith to agree upon specific percentage allocations of the Fund for each library in order to eliminate disputes and litigation with regard to such allocations; and

WHEREAS, the libraries have agreed that for the four-year period commencing January 1, 2018 through December 31, 2021, the libraries will retain the current percentage allocations with regard to distributions from the Fund that are equal to or less than the amount distributed to all the libraries from the Fund in the year 2007 ("2007 Base Year"); and

WHEREAS, the libraries have further agreed that should the Fund receipts exceed the amount distributed to the libraries in the 2007 Base Year during the four-year period from 2018-2021, any excess shall be subject to a new agreed-upon percentage allocations, which new percentage allocations are based solely upon 2010 U.S. Census population figures;

NOW, THEREFORE, subject to the approval of the Cuyahoga County Budget Commission, the libraries hereby agree that the Budget Commission shall order an allocation of the Fund for the years 2018, 2019, 2020, and 2021 (the "subject years") in accordance with the following percentages:

CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY

4.80750 %

of Funds equal to or less than 2007 Base Year distribution

4.52 %

of Funds in excess of 2007 Base Year distribution

CLEVELAND PUBLIC LIBRARY

41.18430 %

of Funds equal to or less than 2007 Base Year distribution

31.17 %

of Funds in excess of 2007 Base Year distribution

CUYAHOGA COUNTY PUBLIC LIBRARY

38.23690 %

of Funds equal to or less than 2007 Base Year distribution

48.08 %

of Funds in excess of 2007 Base Year distribution

EAST CLEVELAND PUBLIC LIBRARY

2.59000 %

of Funds equal to or less than 2007 Base Year distribution

1.63 %

of Funds in excess of 2007 Base Year distribution

EUCLID PUBLIC LIBRARY

3.30830 %

of Funds equal to or less than 2007 Base Year distribution

3.82 %

of Funds in excess of 2007 Base Year distribution

LAKEWOOD PUBLIC LIBRARY

3.64400 %

of Funds equal to or less than 2007 Base Year distribution

4.06 %

of Funds in excess of 2007 Base Year distribution

<p>PORTER (WESTLAKE) PUBLIC LIBRARY</p> <p>2.14310 %</p> <p>of Funds equal to or less than 2007 Base Year distribution</p> <p>2.55 %</p> <p>of Funds in excess of 2007 Base Year distribution</p>
<p>ROCKY RIVER PUBLIC LIBRARY</p> <p>1.25070 %</p> <p>of Funds equal to or less than 2007 Base Year distribution</p> <p>1.61 %</p> <p>of Funds in excess of 2007 Base Year distribution</p>
<p>SHAKER HEIGHTS PUBLIC LIBRARY</p> <p>2.83520 %</p> <p>of Funds equal to or less than 2007 Base Year distribution</p> <p>2.52 %</p> <p>of Funds in excess of 2007 Base Year distribution</p>

When a budget for each library has been adopted in accordance with Ohio Revised Code 5705.28, the Budget Commission shall fix the amount of the fund to be distributed to each library board of trustees pursuant to § 5705.32 for the ensuing calendar year in accordance with this Agreement, or as otherwise unanimously agreed to in writing by the libraries and the Budget Commission.

When the Budget Commission orders an allocation distribution of the Fund in accordance with the terms of this agreement and any agreement of the libraries provided for herein, each library shall refrain from challenging and/or appealing the distribution of the fund to the Board of Tax appeals, or to any other agency or court of competent jurisdiction. The only basis upon which any library may challenge any such distribution shall be on the basis that the Budget Commission failed to follow the provisions of this Agreement and any agreement of the libraries provided for herein for any of the subject years.

In the event that during the term of this agreement one library should cease to operate or be included with another, the libraries and the Cuyahoga County Budget Commission agree to meet to discuss any revision to the allocation set forth above and amend the agreement accordingly.

In addition to the foregoing, the libraries agree that they will do the following:

- (a) The directors of each library will attend a meeting to be held at least twice a year during years 2018 through 2021 in order to discuss the percentage share of the Fund to be allocated amongst the libraries after 2021, which discussions shall consider a new percentage allocation formula

taking into consideration the 2020 U.S. Census population figures, and in order to foster continued good faith and cooperation between the libraries. The directors will also explore ways and opportunities to utilize more effectively their resources to better serve their patrons and to achieve the goals of this agreement;

- (b) The libraries will work together through available political, civic and media channels to maintain and increase the level of financial support Ohio law provides for public libraries in Ohio; and
- (c) The libraries will work jointly to meet the needs of users in the present and in the future, with careful attention to population growth, circulation and particular requirements of different communities and neighborhoods.

This Agreement is executed by each of the libraries and the Budget Commission by their appropriately designated representatives for the purpose of effecting an agreed allocation and distribution of the Fund of the years 2018 through 2021. This Agreement shall be introduced into evidence at the Board of Tax Appeals without objection by any library or the Budget Commission when it is claimed that any library has attempted an appeal pursuant to Ohio Revised code 5705.37 or when it is claimed that the Budget Commission has failed to make an allocation and distribution of the Fund in accordance with the terms of this agreement. Any amendment to this Agreement must be made in writing and be signed by the libraries and the Cuyahoga County Budget Commission.

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Signed and acknowledged:

CUYAHOGA COUNTY PUBLIC LIBRARY

By: _____
President, Board of Trustees

[Insert resolution duly adopted by Cuyahoga County Public Library Board of Trustees]

Cuyahoga County Public Library

Resolution 2019 - _____

A RESOLUTION AUTHORIZING THE LIBRARY TO ENTER INTO AN EASEMENT AGREEMENT WITH THE VILLAGE OF MAYFIELD

Whereas, The Cuyahoga County Public Library (the "Library") is a county library district and political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board of Library Trustees (this "Board") is body politic and corporate organized and acting under relevant provisions of the Ohio Revised Code, including sections 3375.22 and 3375.40 of the Ohio Revised Code; and

Whereas, The Village of Mayfield (the "Village") owns title to adjoining real estate that is identified as PP# 831-09-005; and

Whereas, The Village is improving a part of its real property for the creation of a multi-use path, which will be mutually beneficial to both the Village and the Library; and

Whereas, The Village seeks an easement on, upon, over and across a segment of the Library Property to use as a multi-use path; and

Whereas, The Library desires to grant the requested easement.

Now therefore be it resolved by the Cuyahoga County Public Library:

Section 1. The President of the Board of Trustees concurs with the request to grant the easement for the mutual benefit of The Village and The Library and hereby does grant the easement.

Section 2. It is found and determined that all formal actions of this Board concerning and relating to this resolution were adopted in an open meeting of this Board and that all deliberations of this Board and any of its committees that resulted in this formal action were meetings open to the public in compliance with all legal requirements, including relevant provisions of the Ohio Revised Code.

Approved March 26, 2019

Patricia A. Shlonsky, President

Dean E. DePiero, Secretary

MULTI-USE PATH EASEMENT AGREEMENT

This MULTI-USE PATH EASEMENT AGREEMENT (the "Agreement") is made as of the 26th day of March, 2019, by and between the Village of Mayfield, an Ohio municipal corporation ("Grantee"), and the Cuyahoga County Public Library, a political subdivision of Ohio ("Grantor").

RECITALS:

1. Grantee is the owner of the property located at, and known as being part of, original Mayfield Township Lot 25, Tract 1 and being 2.9692 acres, Permanent Parcel Number 831-09-006, a portion of which is depicted on the drawing attached hereto and made a part hereof as Exhibit "A" (the "Village Property").
2. Grantor is the owner of the property located at, and known as being part of original Mayfield Village Township Lot 25, Tract 1 and being 5.00 acres, Permanent Parcel Number 831-09-005, a portion of which is depicted on the drawing attached hereto and made a part hereof as Exhibit "A" (the "Library Property")
2. Grantee intends to design, engineer and construct a multi-use public path for pedestrians, bicycles and other non-motorized vehicles on the Library Property.
3. Grantee and Grantor recognize the need for a safe, alternative route for pedestrian and bicycle travel along SOM Center Road and entering the Library.
4. Grantee has requested that Grantor grant to Grantee an easement and other rights over and across certain portions of the Library Property, and Grantor has agreed to do so.

NOW THEREFORE, in consideration of the covenants and grants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Grant of Multi-Use Path Easement over the Library Property. Grantor hereby grants and conveys to Grantee, its successors, assigns, invitees, contractors, agents, and licensees, and for use by the public, a perpetual non-exclusive easement: (1) over and across the portion of the Library Property depicted on Exhibit "A" and described on Exhibit "B" attached hereto and labeled as "proposed sidewalk", together with a strip of land (dimensions) on each side of and running parallel to the "proposed sidewalk" (herein, the "Multi-Use Path Easement Area") for the construction and use of the Multi-Use Path for ingress, egress and access over and upon and to and from the Library Property.

2. Maintenance. After the completion of construction and acceptance of the Multi-Use Path, Grantor shall be solely responsible for maintaining, repairing and replacing the Multi-Use Path and its associated lighting and other features installed in the Multi-Use Path Easement Area at Grantor's sole cost, and Grantor agrees to keep said Multi-Use Path, lighting and associated features in good condition. Grantor further agrees to carry liability insurance that covers said Multi-Use Path and Multi-Use Path Easement Area, and include Grantee as an additional insured thereunder for the Easement Area, shown in Exhibit "B", said insurance coverage to commence

on or before the date of commencement of construction of the Multi-Use Path Project and continue thereafter the completion of construction and acceptance of the Multi-Use Path.

3. Easement Appurtenant. This Agreement and the terms and conditions contained herein shall be appurtenant to, imposed upon, benefit, apply to and run with Library Property, and shall be binding upon and inure the benefit of the owners and occupants of such property in accordance with the provisions hereof.

4. Entire Agreement. This Agreement contains the entire agreement of the parties pertaining to the matter set forth herein, and there are no other promises or conditions in any other agreement whether oral or written regarding the matters set forth herein.

5. Severability. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality shall not affect the validity or legality of the remainder of this Agreement, as long as the general intent of this Agreement remain intact and enforceable.

6. Successors and Assigns. The terms, conditions, easements and agreements contained herein shall be deemed to be covenants running with the land and shall be binding upon and inure the benefit of the heirs, executors, administrators, successors and assigns of the owners hereto.

7. Recording. The Agreement shall be filed of record with the Cuyahoga County, Ohio recorder by Grantee.

8. Modifications. No agreement shall be effective to add to, change, modify, waive, or discharge this Agreement, in whole or in part, unless the agreement is in writing and signed by then current owners of the Village Property and Grantee.

9. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Ohio.

10. Counterparts. This Easement may be executed in counterparts, each of which shall be deemed to be an original.

IN WITNESS WHEREOF, the parties have signed this instrument on the date first above written.

GRANTOR:

Cuyahoga County Public Library, *a political
subdivision of Ohio*

By: _____

Its: _____

GRANTEE:

Mayfield Village, *an Ohio municipal
corporation*

By: Brenda Bodnar

Its: Mayor

Approved as to Form:

Anthony J. Coyne, Esq., Law Director



STEPHEN HOVANCSEK & ASSOCIATES, INC.

Consulting Engineers & Planners

TWO MERIT DRIVE • RICHMOND HEIGHTS, OHIO 44143

(216) 731-6255

FAX No: (216) 731-4483

SIDEWALK EASEMENT LEGAL DESCRIPTION 500 SOM CENTER ROAD - PP# 831-09-005

Situated in the Village of Mayfield, County of Cuyahoga and State of Ohio and known as being part of land conveyed to The Cuyahoga County Public Library by deed record in AFN. 201204240440 of Cuyahoga County Records and known as part of Original Mayfield Township Lots No. 25, Tract 1 and also known as being part of Parcel "C" as shown on the Lot Split Plat for Progressive Casualty Insurance Company, as shown recorded in Volume 367 of Maps, Page 33-35 of Cuyahoga County Records, and being further bounded and described as follows:

Beginning at a point northeast corner of said Cuyahoga County Library property thence South $01^{\circ}05'39''$ East along the westerly right of way line of SOM Center Road, width varies, a distance of 11.67 feet to a point;

Thence South $80^{\circ}49'00''$ West a distance of 49.63 feet to a point of curvature;

Thence along a curve to the left an arc distance of 36.58 feet, said curve having a radius of 37.50 feet, a chord of 35.15 feet and a chord bearing of South $52^{\circ}52'17''$ West, to a point of reverse curvature;

Thence along a curve to the right an arc distance of 52.43 feet, said curve having a radius of 47.50 feet, a chord of 49.80 feet and a chord bearing of South $56^{\circ}32'41''$ West, to a point of tangency;

Thence South $88^{\circ}09'48''$ West a distance of 28.67 feet to a point;

Thence North $00^{\circ}50'07''$ West a distance of 20.00 feet to a point;

Thence North $88^{\circ}09'48''$ East a distance of 28.32 feet to a point of curvature;

Thence along a curve to the left an arc distance of 30.35 feet, said curve having a radius of 27.50 feet, a chord of 28.83 feet and a chord bearing of North $56^{\circ}32'41''$ East, to a point of reverse curvature;

Thence along a curve to the right an arc distance of 60.05 feet, said curve having a radius of 57.50 feet, a chord of 57.36 feet and a chord bearing of North $54^{\circ}50'37''$ East, to a point of tangency which is on the northerly property line of the said Cuyahoga County Library property;

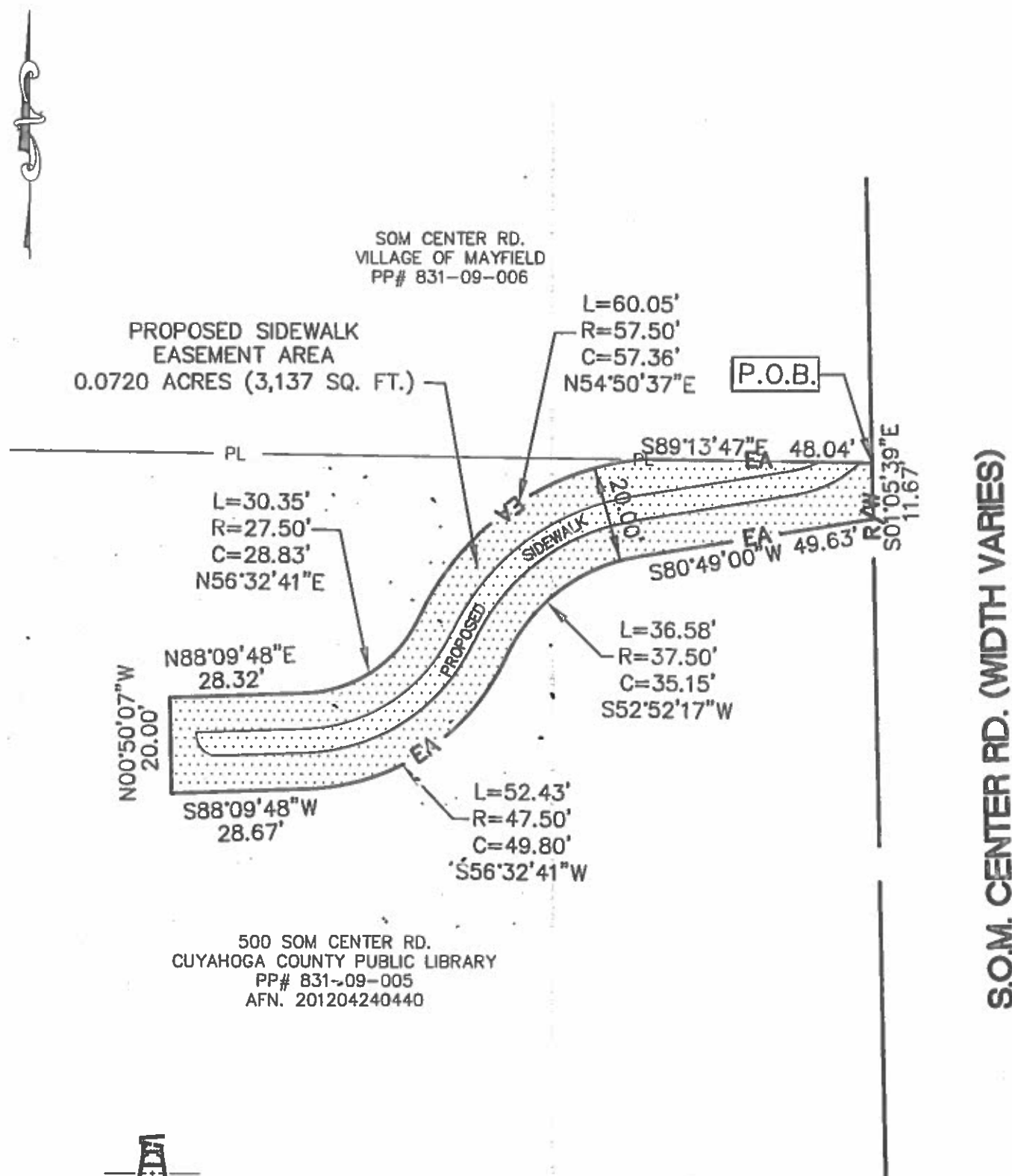
Thence South $89^{\circ}13'47''$ East, along said property line, a distance of 48.04 feet to a point on the westerly right of way line of SOM Center Road and known as the Place of Beginning, containing 0.0720 acres (3,137 square feet) of land, as described by Stephen Hovancsek & Associates, Inc. in November 2018, under the direction of Ryan A. Snezek, Registered Surveyor No. 8495, State of Ohio, be the same more or less but subject to all legal highways.

The basis of bearing for this description being to as assumed meridian and used to denote angles only.

P.P.#831-09-005

Exhibit A

SIDEWALK EASEMENT CUYAHOGA COUNTY LIBRARY-PP# 831-09-005




 PREPARED BY
STEPHEN HOVANCSEK & ASSOC., INC.
 TWO MERIT DRIVE RICHMOND HEIGHTS,
 OHIO 44143 (216) 731-6255 FAX NO.
 (216) 731-4483
 MARCH 2018



Exhibit B

CUYAHOGA COUNTY PUBLIC LIBRARY

Resolution to Amend the Cuyahoga County Public Library Borrowing Policy

WHEREAS, the Cuyahoga County Public Library wishes to maintain a high level of customer service; and,

WHEREAS, the Library has determined that the policy updates in the attached exhibit reflect borrowing limits that respond to customer demand and respect budgetary limitations.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees hereby adopts the changes to the Borrowing Policy reflected in the exhibit and the changes will be effective April 1, 2019.

BE IT FURTHER RESOLVED that all formal actions of this Board concerning and relating to this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board and any of its committees that resulted in this formal action were meetings open to the public in compliance with all legal requirements, including relevant provisions of the Ohio Revised Code.

Approved 26 March 2019

X_____

Patricia A. Shlonsky
President

X_____

Dean E. DePiero
Secretary

Current

Borrowing Policies

For questions about items you have checked out, fines, renewals or your library account, please contact your local branch. Loan periods, loan limits, fines and fees are subject to change.

ITEM TYPE	LOAN PERIOD	LOAN LIMIT	FINES / PER DAY
Books, CDs, DVDs & Magazines	21 days	50*	10¢
Toys	21 days	50 toys	10¢
Video Games	21 days	5 video games	10¢
DIGITAL COLLECTION			
eBooks & eAudiobooks			
• Hoopla Digital Comics	21 days	50/month**	N/A
• OverDrive eBooks & eAudiobooks	21 days	50*	N/A
eMagazines			
• Flipster	Downloads: Bi-Weekly Magazines - 7 days Weekly Magazines - 2 days Streaming - N/A	Unlimited	N/A
Music			
• Freegal Streaming Music	N/A	Unlimited	N/A
• Freegal Music Downloads	N/A	5 downloads /wk.	N/A
• Hoopla Streaming Music	7 days	50/month**	N/A

Movies & TV Shows			
• Hoopla Streaming Video	3 days	50/month**	N/A
• OverDrive Streaming Video	7 days	50***	N/A
• Kanopy Streaming Video	3 days	50/month	N/A
BOOKABLE ITEMS			
Adult Book Discussion Sets	42 days	N/A	\$1.00 per item, per day
Project Read	42 days	N/A	\$1.00 per set
Puppets & Puppet Shows	7 days	N/A	\$1.00
Story Sets & Theme Kits	7 days	N/A	\$1.00
Teen Read	42 days	N/A	\$1.00
ITEMS FROM OTHER LIBRARIES			
• OhioLINK	VARIES see slip on item	25*	50¢
• SearchOhio	VARIES see slip on item	50*	50¢
<p>*50 is the maximum number of items you can borrow at any one time. **50 is the maximum combined number of items you can borrow from Hoopla per month. *** Expiration varies by publisher.</p> <p>75 is the maximum number of items you can have on hold at any one time. Loan limits for Institution Cards and Educator cards may vary.</p>			

Changes in Yellow

Borrowing Policies

For questions about items you have checked out, fines, renewals or your library account, please contact your local branch. Loan periods, loan limits, fines and fees are subject to change.

ITEM TYPE	LOAN PERIOD	LOAN LIMIT	FINES / PER DAY
Books, CDs, DVDs & Magazines	21 days	50*	10¢
Toys	21 days	50 toys	10¢
Video Games	21 days	5 video games	10¢
DIGITAL COLLECTION			
eBooks & eAudiobooks			
• Hoopla Digital Comics	21 days	30/month**	N/A
• OverDrive eBooks & eAudiobooks	21 days	50*	N/A
eMagazines			
• Flipster	Downloads: Bi-Weekly Magazines - 7 days Weekly Magazines - 2 days Streaming - N/A	Unlimited	N/A
Music			
• Freegal Streaming Music	N/A	Unlimited	N/A
• Freegal Music Downloads	N/A	5 downloads /wk.	N/A
• Hoopla Streaming Music	7 days	30/month**	N/A

Movies & TV Shows			
• Hoopla Streaming Video	3 days	30/month**	N/A
• OverDrive Streaming Video	7 days	50***	N/A
• Kanopy Streaming Video	3 days	50/month	N/A
BOOKABLE ITEMS			
Adult Book Discussion Sets	42 days	N/A	\$1.00 per item, per day
Project Read	42 days	N/A	\$1.00 per set
Puppets & Puppet Shows	7 days	N/A	\$1.00
Story Sets & Theme Kits	7 days	N/A	\$1.00
Teen Read	42 days	N/A	\$1.00
ITEMS FROM OTHER LIBRARIES			
• OhioLINK	VARIES see slip on item	25*	50¢
• SearchOhio	VARIES see slip on item	50*	50¢
<p>*50 is the maximum number of items you can borrow at any one time. **30 is the maximum combined number of items you can borrow from Hoopla per month. *** Expiration varies by publisher.</p> <p>75 is the maximum number of items you can have on hold at any one time. Loan limits for Institution Cards and Educator cards may vary.</p>			